

Lean Process Quality Plan Template

Process Name

Process Owner

Date

Version

1. Process Overview

Enter a brief description of the process

2. Objectives & Targets

State the main objectives and quality targets

3. Key Process Steps

Step #	Description	Owner	Input	Output

4. Risks & Controls

Risk	Control / Mitigation	Responsible

5. Performance Indicators (KPIs)

Indicator	Target Value	Frequency

6. Review & Improvement

Describe review, feedback, and improvement process