

# PROJECT REQUIREMENTS KAIZEN WORKSHOP

*Define Project Requirements  
Across Users, Customers &  
your Organization*

*Craft a Contract that  
sets Clear Investment &  
Return Expectations*

*Safeguard Against Scope  
Creep & Eliminate Confusion*



## AGENDA (3 DAYS ON-SITE OR VIRTUAL OPTIONS AVAILABLE)

3-DAY AGENDA	DESCRIPTION
DAY 1	Event Kickoff Project Requirements Kaizen Current State Guiding Principles
DAY 2	Event Workflow Understanding Customer Needs Defining Our Solution Defining Project Tasks Estimation of Project Revenue Aligning on Project Schedule & Costs Calculating Return on Investment
DAY 3 (1/2 DAY)	Daily Management Report Out



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**INNOVATION**  
A LEAN FOCUS PRACTICE AREA

# PROJECT REQUIREMENTS KAIZEN WORKSHOP

## WHAT IS A PROJECT REQUIREMENTS KAIZEN WORKSHOP?

Unlock clarity for your project with the Project Requirements Kaizen Workshop. Craft a unified project definition that guides you from start to finish:

- Find Core Value: Pinpoint your product's essence, ensuring every aspect aligns seamlessly.
- Plan with Precision: Develop precise marketing and design strategies for project success.
- Team Harmony: Collaborate seamlessly, clarifying roles and enhancing unity.
- Gain Smart Insights: Track finances for effective metrics and a successful launch.

Elevate your project with the Project Requirements Kaizen Workshop  
❖ where clarity, precision, teamwork, and success unite.

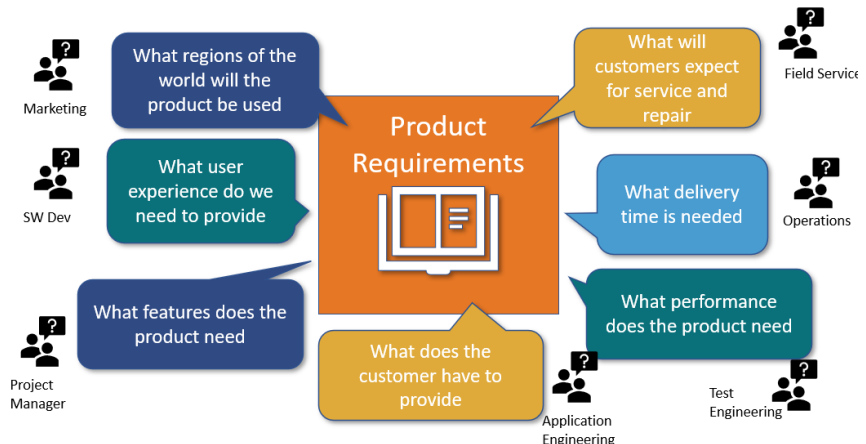
## HARNESS CLARITY AND UNITY FOR PROJECT SUCCESS:



An Enduring  
"Contract" for  
All Involved

Capture Financial Commitments &  
Ensure Launch Success

	2020	2021	2022	2023	2024	2025	2026
1 Year 1							
2 Revenue	\$ -	\$ -	\$ 2,630,000	\$ 5,260,000	\$ 5,260,000	\$ 5,260,000	\$ 5,260,000
3 Gross Margin			60%	60%	60%	60%	60%
4 Gross Profit			\$ 1,578,000	\$ 3,156,000	\$ 3,156,000	\$ 3,156,000	\$ 3,156,000
5							
6 SGA	15%	\$ -	\$ -	\$ 236,700	\$ 473,400	\$ 473,400	\$ 473,400
7 R&D	\$ -	\$ 124,800	\$ 202,400	\$ 77,600	\$ -	\$ -	\$ -
8 R/A	\$ -	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -
9 Mktg	\$ -	\$ -	\$ -	\$ 95,000	\$ 173,000	\$ -	\$ -
10							
11 Cash Flow	\$ -	\$ (189,800)	\$ (267,400)	\$ 1,168,700	\$ 2,509,600	\$ 2,682,600	\$ 2,682,600
12 Cumu Cash Flow	\$ -	\$ (189,800)	\$ (457,200)	\$ 711,500	\$ 3,221,100	\$ 5,903,700	\$ 8,586,300
13							
14 CapEx	\$ -	\$ 600,000	\$ 720,000	\$ 120,000	\$ -	\$ -	\$ -



Single Point-of-Truth for  
Market Requirements & Design Specifications

REQUEST A CONSULT:  
INFO@LEANFOCUS.COM

## How do I get started?

Schedule a Project Requirements  
Kaizen Workshop

Take the first step toward workspace transformation. Contact us today to schedule a consultation and discover how defining Project Requirements can elevate your organization's operations.



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