

Week	Dates	IE Action	ME Action
1	11/29-12/3	Run Quoting Kaizen	Plan Paper Kaizen
2	12/6-12/10	Follow up on quoting kaizen	Run paper kaizen
3	12/13-12/17	Plan quality kaizen	Follow up on paper kaizen
4	1/3-1/7	Run Quality kaizen	
5	1/10-1/14	Follow up on quality kaizen	
6	1/17-1/21	Plan Shipping kaizen	
7	1/24-1/28	Run Shipping kaizen	
8	1/31-2/4	Follow up on Shipping kaizen	
9	2/7-2/11	Develop Implementation plan	
10	2/14-2/18	Final Report	