**Activity Matrix of Kaizen:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Name** |  | | | | **Leader of Project** | |  | **Project Start On** |  | **Project Complete On** |  |  |
| **Member Name** | **Activities** | | | | **Plan** | | **Actual** | **Plan** | **Actual** | **Plan** | **Actual** | **Remarks** |
| Mr. X | A1 | | | | W1 | |  | W2 |  |  |  |  |
| A1 | | | |  | |  | W2 |  | W3 |  |  |
| A3 | | | |  | |  |  |  | W3 |  |  |
| A4 | | | | W1 | |  |  |  |  |  |  |
| Note: Review of Project should be on daily basis. | | | | | | | | | | | | |
| Plan | |  | Actual |  | |  | | | | | | |