**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 |  |  |