


Executing Improvement Projects Visual Project Execution

Successful Execution of Lean Projects – Visually!

Performance Frameworks offer this workshop for one simple reason: *Most organisations are not very good at solving problems or running successful projects.*

Team Pluggers	
OUR TEAM RULES	
<ol style="list-style-type: none"> 1. Be Prompt – Always on time for Meetings 2. Advise Someone if you are unable to attend Meeting 3. Always stick to the Agenda 4. One person Speaks at a time 5. All Ideas are welcomed 6. Committed to completing the task/project 7. Share the load with tasks 8. Update Service Staff regularly on progress of Project 9. Invite a different service staff member to each meeting 10. Celebrate Wins and Key Achievements 	

Project Team Rules











Improvement Sheet			
1. Team Name:	Location:	Initiated Date:	
2. Team Type:	Item:	Completed Date:	
3. Problem Statement (What is the stock and how much amount was on hand at any given time.) (Pain)			
4. Current Situation (Pain)			
5. Proposed Change / Approved Improvement (Gain)			
			
6. Improvement Target:	Cost:	Expected Savings:	How (Supplier 40k per year)
7. Results (Check):	8. Future Actions (Aim)		
Approved by:	SM A	SM B	SM C

Improvement Worksheet

We have been fortunate to know some companies that have become very good at running projects to solve problems, where people look forward to the privilege of being in a project team. We share some their secrets in this workshop.

Visual Project Execution Activities

The learning topics covered and resources in this workshop are:

-  “The Marshmallow Challenge” – PDCA and iteration.
-  Project Management Epic Fails.
-  A3 Structured Problem Solving for smaller projects
-  Team Project Boards for larger challenges.
-  Creating a ‘Cult of Done.’
-  Creating a culture of ‘Change Ready.’
-  ‘Tripwires’ – Project Boundaries
-  Our Visual Project Management methodology.
-  ‘Forming, Storming, Norming and Performing’ Team Stages
-  Making Projects ‘Fun.’

Contact Glen at Performance Frameworks
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Visual Project Management Highlights

The ‘Visual Project Management’ workshop provides Improvement Project Teams with a simple, effective project management methodology that works. To give you some insight on what to expect in this workshop, some graphics, highlights and concepts include:

Detail from Team Project Board

Diverge

Converge

keep an open mind
involve everyone affected

‘Diverge-Converge’ Potential Solution Model



Team Project Boards at HVAC Manufacturer

Improvement Sheet			
Team Name: Rainbow Warriors	Location: F&S	Initiated Date: 11/12/12	
Team Type: Improvement Team	Item:	Completed Date:	
Initiator: Tony Charsley			
1. Problem (Plan)			
Table Equipment not identifiable to the machine, and difficult to audit / maintain full sets of equipment			
2. Current Situation (Plan)		3. Proposed Change / Approved Improvement (Do)	
Improvement Target:	Identify method for marking components	Cost: \$20	Expected Savings:
4. Results: (Check)		5. Future Actions: (Act)	
Table equipment clearly identified and allocated to machine			
Approved by:	Shift A	Shift B	Shift C
Team Leaders to sign off acceptance of Proposed Change			

Improvement Worksheet

SHEEN IS CLEAN

PROBLEM STATEMENT:
The washer area is not as clean as we would like it to be.

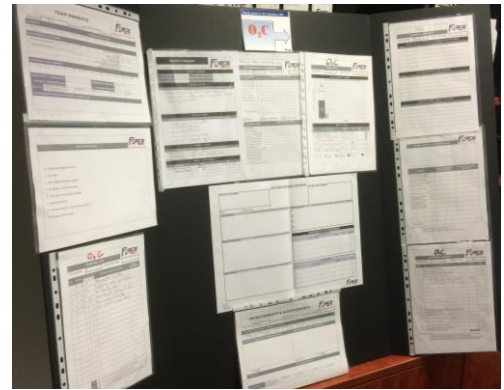
Ishikawa Analysis Worksheet

Visual Project Management Outcomes and Results

The outcomes and results to expect from Visual Project Management is simply effective, successful projects. To give you some insights and what can be achieved, some outcomes from past successful projects include:




Strategic Improvement Plan



Equipment Rental Visual Project Board



Team Visual Project Management Board

TEAM MANDATE					
Team Name	Team Pluggers	Approval Date	17-07-2014	Location/Area	Derrimut/Service
MANDATE			REASON FOR SELECTION		
Review and improve current plug used on all genie scissors and manifolds			Reduce in field failures of plugs due to constant disconnect/connect of upper control boxes		
BOUNDARIES & TRIPWIRES					
PHYSICAL BOUNDARIES	Cannot compromise current standard of equipment	TEAM MEETING TIME	1hr per week	10.30am every Thursday	
PROCESS BOUNDARIES		TEAM ACTIVITIES	hrs/member/week	2 hours / 4 members	
		PROJECT TEAM BUDGET	requests for additional funds to Leadership	\$400-00	
		SUPPORTING RESOURCES	additional support available eg admin	Service Personal	
APPROVED TEAM MEMBERS					
Matt Guida, Dean Pateman, Michael Taylor, Nicholas Sardi					
KICK-OFF / LAUNCH DAY	17-07-2014	LEADERSHIP MENTOR	John Glover		
MIDWAY PRESENTATION	28-08-2014	CI / LEAN MENTOR	Glen Knight		
BUY-IN	Leadership, Section Leaders & affected stakeholders to sign off Team Mandate for buy-in	LEADERSHIP	SECTION:	SECTION:	SECTION:
RECOMMENDATIONS FROM MIDWAY PRESENTATION					

'Team Mandate' Worksheet

Workshop Details

Duration	2 hrs, embedded within Performance Frameworks workshop, or stand-alone workshop.
Locations	On-Site at your premises.
How many people can attend?	Any number.
Target audience?	Anyone involved in Improvement Projects.
Can this workshop be customised?	Yes. We are happy to customize all resources – workbooks, handouts etc – with your corporate branding. Contact Glen for pricing.
Can we build In-House capability and deliver ourselves?	Yes. We are happy to help you build in-House capability. Contact Glen for pricing.
Is this program available for delivery in regional locations?	Yes. We enjoy travelling and delivering in regional locations. We minimize travel costs. Contact Glen for an estimate of t&a costs for your location.
Is this program available for on-line and/or remote delivery?	Yes. This workshop can be adapted for remote and on-line delivery. Contact Glen to discuss your needs and costing.
Is this workshop available for conference delivery?	Yes. This program can be embedded within any Performance Frameworks workshop delivered as part of a conference program.
Is this workshop accredited?	No. For maximum flexibility, to enable customisation, and minimise cost, we do not offer accredited programs.
Is there any prework required?	No. This Improvement Program is an iterative process based on discovery and engagement.
Is there post-workshop support?	Yes. We make Fridays available for ‘free’ ¹ post-workshop support.

¹ Free workshop support is available any Friday – up to one hour per client company, upon booking any available slot through our Scheduling Calendar.