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| *Title* | *Specific description of the project* |

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| *Description* | *2-3 sentences to describe what the project is. Expand on the title a little.* |

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| *Why?* | *What is the reason that this project is important? What problem does it solve?* |

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| *Goal(s)* | * *How will we know if the project is successful? What measures are impacted?* |

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| *Tangibles* | * *What is the evidence that the project is done? What would the camera see?* |

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| *In Scope* | * *What is included in the project?* |

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| *Out of scope* | * *What is excluded in the project?* |

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| *Sponsor* | *Usually a senior leader. Owns the achievement of the results.* |
| *Leader* | *Manages the project.* |
| *Team Members* | *Participants on the project.* |
| *Resources Required* | *Any additional resources needed, such as $$, space, or time on equipment.* |

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| *Milestones* | Complete by: | Owner |
| *5-10 key milestones – not detailed step-by-step tasks.* | *Date complete* | *1 person* |
| *Write in past tense – as you would when a milestone is completed.* |  |  |
| *E.g. “Job Description written”, or” Team trained”.* |  |  |
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Sponsor Sign-off

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Signature Date

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| --- | --- |
| *Title* | Tier-one meetings in work center 200A |

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| *Description* | The standard tier-one stand-up meeting will be fully operational in work center 200A. It will be self-sufficient, and generating daily improvements by the end of the quarter. |

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| *Why?* | The daily management structure has proven to be highly effective in other areas of the plant, generating 20% or better improvements in throughput and first-time quality. Over 100 safety risks have been identified and resolved. The purpose of this project is to extend the tier-one meeting structure to work center 200A |

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| *Goal(s)* | * 100% Attendance by Dec 1 * 15 safety improvements identified |

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| *Tangibles* | * Tier-meeting area in place * Metrics and charts in place * 3 facilitators trained |

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| *In Scope* | * Workcenter 200A |

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| *Out of scope* | * Other workcenters * Integration into tier 2 and tier 3 |

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| *Sponsor* | Dorian Barker |
| *Leader* | Gene Hooper |
| *Team Members* | Lorenzo House, Christa Park, Casey Huffman, Jamel Willis |
| *Resources Rq’d* | $1000 for white board and other supplies |

|  |  |  |
| --- | --- | --- |
| *Milestones* | Complete by: | Owner |
| Metrics defined | 12/15 | ZW |
| Suppliers ordered | 12/30 | GH |
| Boards built and placed | 1/15 | LH |
| Facilitators trained | 1/30 | CP |
| Team members trained | 2/15 | GH |
| First meeting held | 2/28 | GH |
| 200A running independently | 3/30 | DB |

Sponsor Sign-off

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Signature Date