

# Growing Continuous Improvement: An Example of PDCA and Management Boards

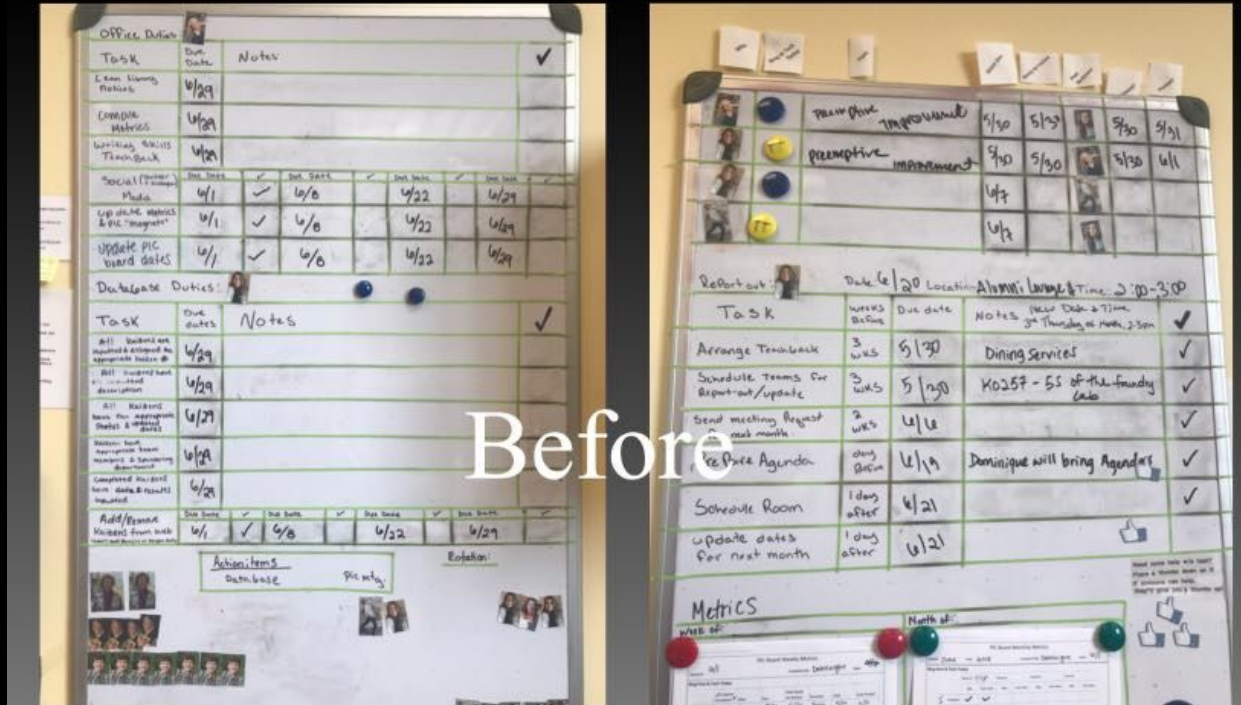
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Dominique Aleo

# Takeaways

1. Visual Management and how it helps employees
2. The collection of data and how it is used to measure results
3. The journey of Continuous Improvement and not stopping with “Good Enough”

# Case Study



Before

# Case Study Cont.

### Database duties

Task	Due dates	Notes	✓
All Keizers are input and assigned the correct Keizer #	4/12		✓
All Keizers 'in progress' have a description that follows entry standards	4/12		✓
All Keizers have the correct media and updated dates	4/16		
All Keizers have the correct team members and sponsoring department	4/16		
*Repeatable Keizers with appropriate Keizers (with Standards) will not require the process	4/16		
Update the Keizers on the web	4/5	✓	✓
	4/12	✓	✓
	4/14	✓	✓
	4/26	✓	✓

Who	Role of each entry	Topic	Standard Tuesday all Check	Date ready for review	Reviewer	Date reviewed	Feedback Date posted
		Farewell blog	4/23				
		MTU Support	4/23	✓ 4/23		4/23	✓ 4/25
		Farewell blog	4/30				
			4/30				

### Quarter Metrics

Month of April

Week of 4/19

Database

Action Items

PIC Meeting

Lending Library

Report Out

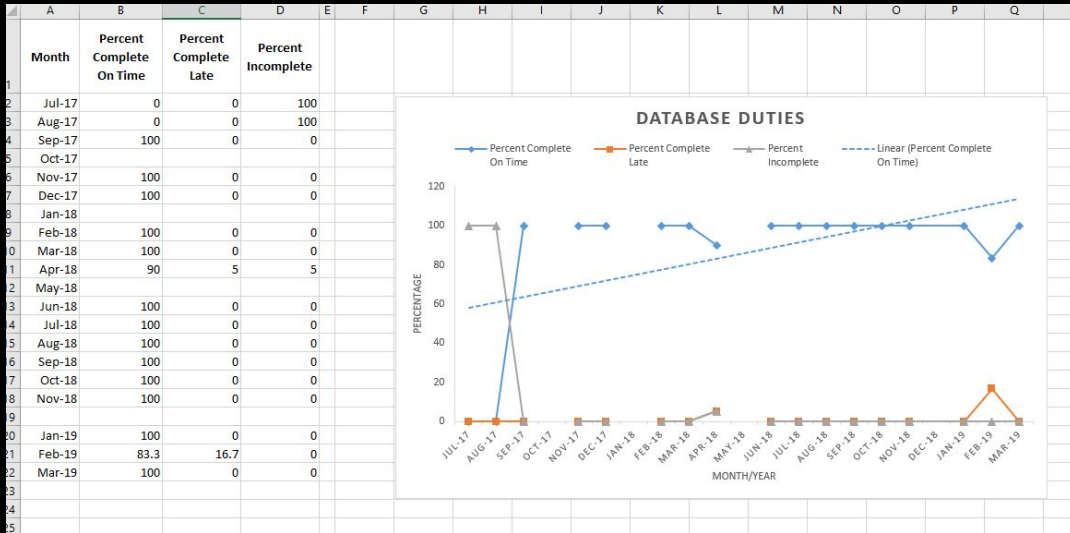
Date: 5/15/19 Location: MHub Ballroom A1 Time: 2pm

Task	Standard time before report-out	Due date	Notes	✓
Arrange feedback	3 wks	5/1	Merchandising:	✓
Schedule room to report-out/provide updates	3 wks	5/1		
Schedule room for next month's report-out	2 wks	5/6		
Send meeting request for next month's report-out	2 wks	5/6		
Prepare agenda	1 day before	5/14		
Update dates for next month	1 day after	5/16		

ROBATION

# Data and Metric Collection

- Metrics helped identify triggers for PDCA
  - Decrease in 100%, PIC Meetings, increase in late items



Standard in the Lean Drive!

## PIC Board Weekly Metrics

Week Of: April 19<sup>th</sup> 2019 Completed By: Sophie Date: 4/19/19

Blog Post & Tech Today		√Complete/ Incomplete	X Who:	Due:	Date Ready for Review:	Reviewer:	Date	Feedback?	X Date
Blog Post	✓	✓	Sophie	4/16	4/15	Rylie	4/18		4/19
Tech Today	X	X	Mitch	4/16	4/18	Sarah		X	

Where are we?  
 100% Completion, we're on track  
 Need to reflect on current state

Streak: 0 weeks  
 Record: 11 weeks

Task	Completed		Incomplete
	√On Time	✓Late	
Arrange Teachback	✓	✓	X
Schedule Teams	✓	✓	
Send Meeting Request	✓		
Prepare Agenda	✓		
Schedule Room	✓		
Update Next Month's dates	✓		

Task	Completed		Incomplete
	√On Time	✓Late	
Gemba Academy Video reviews	✓		X
Social Media	✓		
Update Metrics		✓	
Update PIC Board Duties		✓	

**Weekly PIC Meeting**

Was there a PIC meeting this week? Circle one. Yes No

What % of last week's newspaper items were complete? 33 %

What % of kaizens were updated in the last week on the kaizen hopper? 70 %

Where are we?  100% Completion, we're on track  
 Need to reflect on current state

Notes:

What is Continuous Improvement to  
YOU?

Why is it important?

# “Growing Lean, From The Roots to the Treetops”

In order for healthy growth, we must also “prune” our branches, or in this case,  
have PDCA!

It simply cannot stop with “Good Enough”

What Questions Do You Have For Me?

Thank you!