Process Improvement Project 🕐📅 Event Overview

DAY 1
Discovery

The team typically convenes at 10 a.m. on the first day, allowing time for set-up and other prep.

Facilitator welcome, overview
Leadership welcome, importance, empowerment, etc.
Additional stage-setting
Team intros, expectations
(approx. 1 hour)

Review the project charter and goals; SIPOC; review data (data lead)

Learning: Process mapping

Develop process map of the current-state process
(approx. 2.25 hours)

Review and preview

DAY 2
Possibility

Preview the agenda + fun start

Current-state process mapping, continued
(approx. 2.75 hours)

Possible after the current-state map is completed: Subgroup writes in key measures (as available) on map

Learning: Waste

Identify waste in process

Learning: VA/NVA, standardization, etc.

Generate improvement ideas
Group the ideas into categories
Subgroups: Identify top action ideas for each category; why
(approx. 1.5 hours)

Review and preview

DAY 3
Building

Preview the agenda + fun start

Subgroups present top 3 ideas/why

Learning: Future-state process

Subgroups:
Develop future-state maps
(approx. 2.5 hours)

Each subgroup presents its future-state map; identify common points, differences; discuss and reconcile
Subgroup builds final future-state map
Subgroup IDs key factors for success
(Possible third subgroup)
(approx. 2.5 hours)

Review and preview

DAY 4
Planning

Preview the agenda + fun start

Subgroups complete work
(Possible additional subgroup)
Subgroups present future-state process, success factors, etc.
(approx. 1.5 hours)

Learning: Implementation

Subgroups develop imp. plans (Round 1)
Subgroups present to team; discuss; build consensus
(approx 1.25 hours)

Round 2 development in subgroups, followed by presentations, consensus

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Possible Round 3 subgroups
(approx 2.5 hours)

Sponsor visit; preview Day 5

DAY 5
Planning & Celebration

Preview the agenda

Fine-tune future-state map, plans, measures, etc.
(approx. 1.25 hours)

Celebratory Break + Team Photo

Team plans its presentation
(approx. 1 hour)

Team reviews slides
Individual prep time
(approx. 1 hour)

Team presentation; concluding comments from leadership
(1 hour)

Mixer/celebration with attendees
(approx. 1 hour)

With multi-session improvement events, a sixth day or part of a sixth day is sometimes needed.