## Process Improvement Project Event Overview

### Day 1: Discovery
- 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)
- 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 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 future-state maps (Round 1)
  - Present to team; discuss; build consensus (approx. 1.25 hours)
- Round 2 development in subgroups, followed by presentations, consensus
- Possible Round 3 subgroups (approx. 2.5 hours)
- Sponsor visit; preview Day 5
- Review and preview

### 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.