

Rapid Improvement Event Facilitation Manual Control Team Day

Objectives	
	Team Engagement
	To ensure the changes will be sustained
	Celebration

Prep work	
	Control Team Day agenda created and sent to team members
	Control Team Day Facilitator Manual and one pagers reviewed
	Book training room
	Create celebration invitation and post for staff and send to leadership
	Order cake
	Report Out Presentation completed
	Ensure you have all the necessary supplies
	Meet with sponsor to review improvement data

Deliverables	
	Control Plan
	Report Out Presentation
	A3 Report – Final
	Savings Report

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Time Frame	Agenda Item	Agenda Details	Objectives	One Pagers / Templates
10 min	Welcome	<ul style="list-style-type: none"> Welcome participants back Group feedback on the improvements that have been implemented. "How does it feel" What they have been hearing from other staff members and the customer? 	<ul style="list-style-type: none"> Obtain an awareness of what's happening on the front-line Refocus the team 	
30 min	Review Report Out Presentation	<ul style="list-style-type: none"> Review report out presentation up to control section Review and validate savings with the team 	<ul style="list-style-type: none"> Provide an understanding of the new current state 	
10 min	Types of Controls	<ul style="list-style-type: none"> Discuss what control means Review Hierarchy of Controls 	<ul style="list-style-type: none"> Provide an understanding of the control phase of the DMAIC cycle 	<ul style="list-style-type: none"> Hierarchy of Control
45 min	Create Control Plan	<ul style="list-style-type: none"> Discuss changes and the controls that are currently in place or discuss what controls need to be put in place Six sustaining data points need to be collected, decide when that will start 	<ul style="list-style-type: none"> To ensure sustainability 	<ul style="list-style-type: none"> Control Plan Control Plan – template 1.5 Sigma Shift
60 min	Re-deployment of time (if applicable)	<ul style="list-style-type: none"> Discuss with the team where to re-deploy the saved time Redeployment must be measureable 	<ul style="list-style-type: none"> To come to consensus with the team as to where the time is to be re-deployed To know the level of savings that occurred in regards to time and or defects 	

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Time Frame	Agenda Item	Agenda Details	Objectives	One Pagers / Templates
30 min	Creating a Spread Plan or Next Project	<ul style="list-style-type: none"> • If the improvements are to be spread to the rest of the organization how is this going to be achieved? • Develop a spread plan and action plan with timelines • Ensure this was discussed with your sponsor prior to the day 	<ul style="list-style-type: none"> • To develop a spread plan and all actions that coincide with it 	<ul style="list-style-type: none"> • Achieving Spread • Developing a Spread Plan • Spread Plan Engagement Strategies • Spread Plan - template
90 min	Update Presentation	<ul style="list-style-type: none"> • Complete control section of the presentation • Allow the team to go through the presentation to practice 	<ul style="list-style-type: none"> • To have a comprehensive and concise presentation about the team's journey 	
120 min	Celebration	<ul style="list-style-type: none"> • Let the team present the project • Eat cake! 	<ul style="list-style-type: none"> • To celebrate the success • Increase awareness 	