

Team Leader is collectively identified by the assigned Quality Improvement lead and Project Sponsor. He or she is respected and has influence in the department/division in which a Lean Six Sigma project is happening, has a general awareness of Lean Six Sigma and brings relevant experience or expertise to a defined Lean Six Sigma project.

Responsibilities:

- Act as a point person of contact between Yellow, Green and/or Black Belt and project team as required
- Work with Yellow, Green and/or Black Belt to monitor project progress, and identify any risks to the project's success
- Assist Yellow, Green and/or Black Belt in ensuring Lean Six Sigma principles and practices are used in project improvements
- Coordinate team members' time to promote completion of their assigned tasks
- Report on project results and spread activities as required

Team leaders work closely with the sponsor and Yellow, Green and/or Black Belt to ensure Lean Six Sigma projects are a success.

Standard Work:

- Assist Yellow, Green, and/or Black Belt in scheduling team days
- Book meeting rooms and equipment for team days
- Attend team events
- Ensure that team members are able to attend team days by ensuring coverage is in place
- Check in with Yellow, Green, and/or Black Belt on a weekly basis
- Check in with team daily to assess progress and identify risks during the 120 day project
- Communicate learnings on Lean Six Sigma, project progress and results of the project to peers
- Create and maintain Quality Board
- Engage and enlist others in the change methodology
- Be an advocate for organizational change
- Understand and can articulate how the initiative supports the organization's strategies, mission, vision and values
- Help to collect baseline and post improvement measures
- Bring improvement ideas from peers back to project team
- Help to implement improvements
- Help to establish and implement spread plan