

Team Engagement Schedule

Topic/Subject	Week	Duration	Practical Application
Developing Project Charter and communication plan	Week 1 Feb 2-7	120 min	Discussion and complete tools
Visual Management Board	Week 2 Feb 9-14	120 min	Collect data and draft the board
Recognizing waste	Week 3 Feb 16-21	60 min	Teach wastes and do waste walk exercise
Observing department layouts, processes and flow	Week 3 Feb 16-21	60 min	Data Collection and analysis
Organizing physical or virtual workspaces	Week 4 Feb 23-28	60 min	5S a small physical or virtual space
Exploring root cause analysis techniques	Week 4 Feb 23-28	30 min	5 Whys for a problem
Generating innovative ideas for improvement	Week 4 Feb 23-28	90 min	Generate ideas and “Plan” of PDSA
Using PDSA for small tests of change	Week 5 Mar 2-7	120 min	Mistake-Proofing walk exercise, “Do” of PDSA
Designing efficiency into workflows	Week 6 Mar 9-14	120 min	Setup reduction idea generation and PDSA
Practicing daily routines to sustain change	Week 7 Mar 16-21	120 min	Re-measure performance metrics, Establish leadership routines