

Status of January 2012 LEAN Project Proposals

- DEEP(BOR), DAS (Bureau of Properties & Facilities Mgt.) - Building Project Management – Matt Fritz drafting charter & contacting sister agency
- DOT, DECD and DEEP State Traffic Commission permit process – Bob K. scheduled meeting with DOT & DECD contacts to frame charter and requested a hold on calendars for Jan. event. DOT will be lead.
- Bureau of Energy & Technology Policy and/or PURA – Tracy Babbidge has the following draft charters for review :
 - Renewable Portfolio Standards (RPS) Compliance process
 - Energy Efficiency – State Building Energy Information Management
 - Other? File/Records Management
- DEEP Complaint Response – Nicole Lugli has draft charter for review

Timeline for January 23- 26, 2012

LEAN Event Proposals

- Draft final project charters due by Dec. 22
- Final selection of projects & teams by Dec. 29
- Project sponsors meet with team in early January to review charter, demonstrate support and commitment & identify baseline data needed for event
- Continue to encourage staff to:
 - Submit LEAN ideas through your manager or supervisor or through web form provided on intranet
 - E-mail Nicole Lugli, Agency's LEAN Coordinator, if you want to participate in a future LEAN team

LEAN Project Progress

- Key Performance Indicators (KPIs) DEEP programs are tracking
- Quarterly Updates for LEAN projects due in December – includes KPIs
- Work with BCs and Bureau LEAN coordinators/contacts to receive updates and confirm KPIs
- Provide LEAN project sponsors with opportunity to report on progress at Steerco meetings
- Schedule Comm./Deputy Commissioners visits with LEAN teams for updates

Building Capacity for LEAN

- Facilitators/Coordinators scheduled to meet December 15
 - Discuss proposed projects for Jan. LEAN event
 - Identify opportunities for improvement from Oct. LEAN event
 - Review quarterly updates with KPIs due in December
 - Review Fred Shamburg's tips for facilitators
- Training conducted for Bureau of Energy and Technology Policy - need to schedule training for PURA