

Lean Project

Team Charter

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| Project Name: | | Evaluation of WPED's Enforcement Programs | Dates: | June 9 – 12, 2008 |
| | | | Times: | 8:30 – 4:30 PM |
| | | | Location: | TBD or Room 2A, 79 Elm St. |
| Training and Brainstorming Session: | | June 4, 2008 11 – 12 or 2 – 3 OLISP Library | Dates: | June 9, 2008 |
| | | | Times: | TBD |
| | | | Location: | TBD |
| Daily Update Meetings: | | 3:45 – 4:30 PM | Final Presentation: | June 12, 2008 3:00 – 4:00 PM Russell Room |
| Champion (s): | | Tess Gutowski | Team Leaders: | Will Oros and Donna Seresin |
| 1 | Problem Statement: | WPED does not consistently meet the Enforcement Response Policy timeframes. WPED has three separate groups that perform enforcement functions. The processes of these groups must be evaluated and standardized to improve WPED's overall enforcement programs' timeliness. | | |
| 2 | Project Scope / Objectives: | The team's objectives would include the following: 1) conduct value stream mapping on WPED's enforcement processes, and 2) identify wastes, and 3) establish baseline measures for WPED's enforcement processes. | | |
| 3 | Key Team members: Communication Coordinator: | Team Members: Colette Ready, Melissa Blais, (Supervisors); Will Oros, Donna Seresin, Sarah Husband (staff); Nicole Lugli/Sue Zampaglione, Anne Dana, Rick Jacobson (Outside experts) N/A | | |
| 4 | Goals: | The team's goals include the following: 1) Eliminate wastes and/or non-value added steps found in WPED's administrative enforcement activities, and 2) identify ways to improve WPED's administrative enforcement processes which will enable WPED to meet the ERP timeframes. Key Performance Indicators: 1) NOV closure time - reduce by 30 %; 2) Time to escalate NOV to formal enforcement – reduce by 30%; 3) Time (from NOV issuance) to share draft consent order with respondent, issue administrative order, or send referral to AG's office– reduce by 30%. | | |
| Tools | | M | Charter Form | |
| | | M | Idea Tracking Chart (ITC) | |
| | | M | Progress Report | |
| | | M | Cost Reduction Form (Form 3) | |
| | | M | Training Plan Form | |
| | | | Standard Combination Work Sheet | |
| | | | Measurement Graphs / Improvement Suggestion Logs | |
| | | | Visual References and Controls (SOPs, PFD's, Shadow boards and boxes,) | |
| | | | 6 S Survey | |
| | | | Spaghetti Diagram | |
| | | | Product Process Map | |
| | | | Standard Worksheet | |
| | | | Video Tape and / or Observe Set ups Set up Analysis Sheet (Min. of 7 Set-ups per week) | |
| | | | Time Observation Sheet | |
| | | | Value Stream Map | |
| | | | Product Mix Matrix | |
| M = Mandatory Use R = Recommended Use NR= Not Required | | | | |