

Lean Project Team Charter

Project Name:		Improvement in OLISP Permitting processing timeframes	Dates: Times: Location:	JUNE 9 – JUNE 12 8:30 am to 4:30 pm OLISP/DEP, Hartford, CT
Training and Brainstorming Session:		Training, data collection, Value Stream Mapping	Dates: Times: Location	Day 1, 2 and 3 9 am to 4:00 pm OLISP/DEP, Hartford, CT
Daily Update Meetings:		Day 2, 3 and 4 9 am to 10 am OLISP Library	Final Presentation:	12 pm to 3:30 pm
Champion (s):		Brian Thompson	Team Leader:	Sue Bailey (OLISP)
1	Problem Statement:	Waste in Structures, Dredging & Fill permit review process creates extended processing times and a substantial backlog, preventing staff from undertaking new initiatives in permitting, compliance and enforcement.		
2	Project Scope / Objectives:	To identify waste within the permit review process including initial completeness review, consistency determination, site inspections, general processing, and internal review/sign-off steps.		
3	Key Team members: Communication Coordinator:	Tonia Selmeski, Sue Bailey, Jeff Westermeyer, and Peter Francis (OLISP-Permitting); Karen Onofri (OLISP-Admin); Jeff Caiola (IWRD, LEAN-team); and Karen Caliendo (HR – LEAN team).		
4	Goals:	(1) Develop a value-stream map of the permitting process; (2) Produce written documentation of the processing steps and SOPs; (3) Reduce average processing time by minimizing number and complexity of steps in the permit review process; (4) substantially reduce the permit backlog.		
Tools		M	Charter Form	
		M	Idea Tracking Chart (ITC)	
		M	Progress Report	
			Cost Reduction Form (Form 3)	
			Training Plan Form	
			Standard Combination Work Sheet	
			Measurement Graphs / Improvement Suggestion Logs	
		R	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	
		R	Value Stream Map	
			Product Mix Matrix	
M = Mandatory Use				
R = Recommended Use				
NR= Not Required				