



## Lean Project Team Charter

<b>Project Name:</b>		<b>Evaluation of the Storage Tank Compliance Inspection Process</b>	<b>Dates:</b> <b>Times:</b> <b>Location:</b>	<b>October 6-10, 2008</b> <b>8:30 a.m. – 4:30 p.m.</b> <b>See Agenda</b>
<b>Training and Brainstorming Session:</b>		<b>Training, data collection, Value Stream Mapping</b> <b>See agenda</b>	<b>Dates:</b> <b>Times:</b> <b>Location</b>	<b>See Agenda</b>
<b>Daily Update Meetings:</b>		<b>Days 1, 2, 3, and 4</b> <b>3:45 p.m. – 4:30 p.m.</b> <b>See Agenda for locations</b>	<b>Final Presentation:</b>	<b>Day 5, October 10, 2008</b> <b>2 p.m. – Phoenix Auditorium</b> <b>3 p.m. Celebration – Rm. 4B</b>
<b>Champion:</b>		<b>MaryAnn Nusom-Haverstock</b>	<b>Team Leader:</b>	<b>George Purple</b>
<b>1</b>	<b>Problem Statement:</b>	With limited resources the Storage Tank and PCB Enforcement Unit must inspect 4,000 facilities at least once every 3 years, return facilities in violation to compliance and improve on facility compliance rates.		
<b>2</b>	<b>Project Scope / Objectives:</b>	The team's objectives include the following: 1) conduct value stream mapping of the UST inspection process including: pre inspection preparation, on-site inspection methods and post inspection follow up ( including NOV issuance and closeout); 2) identify wastes and non-value added activities and; 3) establish baseline measures for the inspection process.		
<b>3</b>	<b>Key Team members:</b>	Lori Saliby, (Supervisor); Phil Wilde, George Purple, Robert Shuler, Omar Tyson (staff); Marshall Hoover (WPED), Bob Girard (Air Bureau), and Dave Holmes (OIM)		
<b>4</b>	<b>Goals:</b>	The team's goals include the following: 1) Eliminate wastes and/or non-value added steps (inspection preparation, on-site inspection, and post-inspection documentation activities) 2) Produce written documentation of the process and written SOP's. <b>Key Performance Indicators:</b> 1) Operational compliance inspections - increase the average number of inspections performed by permanent staff by 20% ; 2) Reduce time needed in the office for pre and post inspection work to 1 day/week; 3) Reduce time to issue NOV's by 40%.		
<b>Tools</b>		<b>M</b>	Charter Form	
		<b>R</b>	Idea Tracking Chart (ITC)	
			Progress Report	
			Cost Reduction Form (Form 3)	
			Training Plan Form	
		<b>R</b>	Standard Combination Work Sheet	
			Measurement Graphs / Improvement Suggestion Logs	
		<b>M</b>	Visual References and Controls (SOPs, PFD's, Shadow boards and boxes,)	
			6 S Survey	
		<b>R</b>	Spaghetti Diagram	
		<b>R</b>	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	
		<b>M</b>	Value Stream Map	
			Product Mix Matrix	

**M = Mandatory Use**  
**R = Recommended Use**  
**NR= Not Required**