

ACTION TEAM TRAINING/TOOLS AND ASSIGNMENTS

WEEK	TRAINING/TOOLS	ASSIGNMENT
1	Team Books CI Philosophy 7 Steps of CI Gathering Data Brainstorming Check Sheets Surveys	<ul style="list-style-type: none"> • Select Team Leader • Select Team Scribe • Select Digital Illustrator • Dev. Team Project Statement
2	Team Activity Operational Definitions Tract Dat Training	<ul style="list-style-type: none"> • Section 1-Cover Sheet through Process Affected
3	Run Charts Flow Chart/Process Map	<ul style="list-style-type: none"> • Section 2-Current Process
4	Pareto Diagrams Relations Diagram	<ul style="list-style-type: none"> • Section 3-Analysis
5	Cause and Effect Diagram	<ul style="list-style-type: none"> • Section 1-Process Measures (Objectives) and Process Measures (Criteria)
6	Force Field Analysis Gantt Chart	<ul style="list-style-type: none"> • Section 1-Performance Targets (Activities) • Section 4-Improvement Theory • Section 5-Recommendations • Section 6-Assessment Plan • Table of Contents
7		<ul style="list-style-type: none"> • Executive Summary • Presentation Materials
8		<ul style="list-style-type: none"> • Report out to Steering Committee