

GUIDE

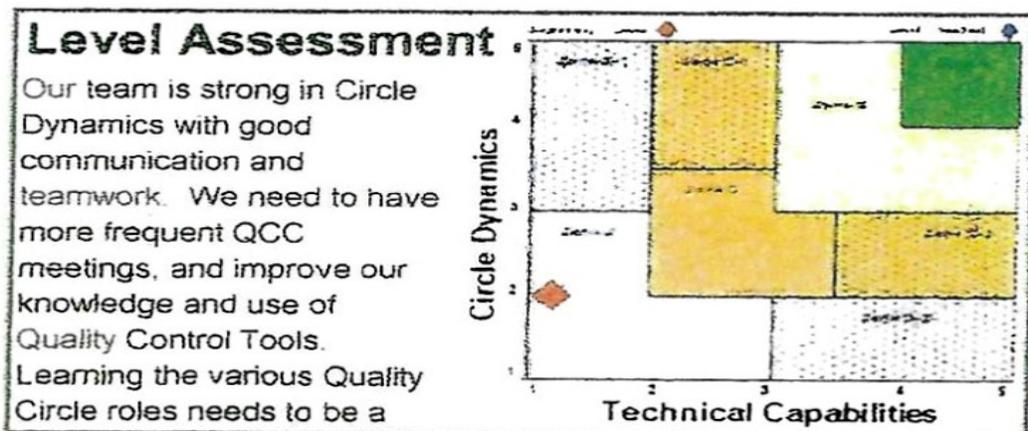
Week 1

Team Formation Phase

Goal: Team Formation, Level Assessment

Complete the beginning level Assessment for the team. Fill out registration form. The TL will complete the beginning Level assessment for the team. Circle members can also begin compiling a list of problems.

Output:



Steps:

- 1. Level Assessment.** Circle members assist the TL in producing the level assessment graph. The level assessment measures the circle's strengths and weaknesses as a team. Circle members may be asked to rate itself using the X/Y axis evaluation form.
- 2. The TL will take the results and plot them on the graph.**
- 3. The TL should complete the final graph for us, which we will put on power point and story board.**
- 4. Begin compiling a list of problems and the KPI impact it has.** At this time, all we need to do is make a list. KPIs include: safety, quality, productivity, cost, HR development.

When looking for problems consider this:

The QC Circle must determine whether each idea is a **problem** or is a **cause** of a problem. Anything negative about the input is a cause of a problem; and anything negative about the output is a problem.

Example: Ordering in a Restaurant

Process: Order-taking in a restaurant. **Processor:** Waiter. **Order Source:** Customer. **Input:** Order. **Output of the waiter:** Filled-out order slip. **Problem:** Wrong order served. **Cause:** Order not written correctly because waiter did not hear it clearly.

- 5. When the chart is completed, produce a Power-Point slide and upload it to the website.**