

2012

Cincinnati

Team

Storyboard

Fair

Application

Sponsored by:



Cincinnati
Section

10/23/2011

Confidentiality:

All applications will be treated as confidential. Applicants are not expected to provide or to reveal proprietary information regarding products, processes or services. Storyboards will not be treated as confidential. Instead, the purpose of the Storyboards is to display and promote Organizational sophistication and Team empowerment to solve problems and improve processes using quality improvement techniques. It is the applicant's responsibility to screen Storyboards for proprietary information prior to submittal. Storyboard content shall be considered to be "in the public domain" by its submission. ASQ and others may share or reproduce content and concepts from submitted Storyboards.

Fees:

Plaque, dinner, recognition and promotional expenses are paid from application fees. For 2012 applications, the fee will be \$100 per team and additional members above 5 are \$20 each. Additional storyboards require an additional application and fee. Fees must be paid at the time the application is submitted. All fees shall be paid by check or money order to: ASQ Cincinnati Section Treasurer. Fees shall be refunded if it is deemed that the application is incomplete or that the applicant is ineligible.

Fees cover the following benefits:

- Highest Achievement team- Plaque and Certificate of Commendation
- Highest Achievement team members- free dinner at May presentation event
- Significant Achievement teams- Certificate of Commendation
- Serious Commitment teams- Certificate of Commendation
- Project Presentation Team Members- Certificate of Participation
- All Participating Team Members- Certificate of Participation

Application Instructions:

Please make checks payable to "ASQ Section 0900-Treasurer"
Include a CD containing a photograph of the Storyboard for posting on web site. A group photograph of the improvement team members (for promotional purposes) is optional.
Mail three copies of application along with the fee payment to:

Troy Newman, Treasurer
ASQ Section 0900
6870 Castlebrook Drive
Franklin, Ohio 45005-3913

Applications must be postmarked by February 29, 2012. Late applications shall be returned to the sender. All accepted applications become the property of the Cincinnati ASQ Section and may not be returned.

APPLICATION

2012 ASQ Cincinnati Team Quality Award

1. Applicant – Team Leader

Organization Name: _____

Team Leader Name: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

2. Applicant – Team Members

2.1 Name: _____ Title: _____

Organization Name: _____

Organization Street Address: _____

City: _____ State: _____ Zip Code: _____

2.2 Name: _____ Title: _____

Organization Name: _____

Organization Street Address: _____

City: _____ State: _____ Zip Code: _____

2.3 Name: _____ Title: _____

Organization Name: _____

Organization Street Address: _____

City: _____ State: _____ Zip Code: _____

(Please attach multiple sheets to add additional team members to application)

3. Highest Organization Ranking Official

Name: _____ Title: _____

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

4. Individual Responsible for Preparing the Application

Name: _____ Title: _____

Organization Name: _____

Organization Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell Phone: _____

Email: _____

5. Organization Authorizing Official

Signature x _____ Date: _____

Title: _____ Business Phone: _____

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

6. Fee

Enclosed is \$100 per team (members above 5 are \$20 each) to cover our application.
Please make checks payable to ASQ SECTION 0900 – Treasurer; and mail to:

Troy Newman, Treasurer
ASQ Section 0900
6870 Castlebrook Drive
Franklin, Ohio 45005-3913

STORYBOARD CONTENT GUIDELINES

2012 Cincinnati Team Storyboard Fair

The Team STORYBOARD shall illustrate the (improvement or problem-solving) team process. Data representing the seven numbered categories must be shown on the STORYBOARD. The “areas to address” topics are suggestions. In presenting data, a graphical format is preferred.

1.0 SELECTION OF THEME

Describe how and why your team selected this project/process area for improvement.

Areas to address:

- a) Process of selection
- b) Criteria for selection
- c) Theme statement

2.0 UNDERSTANDING EXISTING CONDITION

Describe your reasoning behind the selection of your project and your goals for improvement.

Areas to address:

- a) Customer's requirements
- b) Support for organizational goals
- c) Team analytical tools and techniques
- d) Measures of present conditions

3.0 ANALYSIS

Describe the problem analysis study.

Areas to address:

- a) Identification and verification of the cause(s) of the problem
- b) Measurements and data collection

4.0 IMPLEMENTATION

Describe your implementation of the solution.

Areas to address:

- a) List the solution you examined
- b) Reasons for the selection
- c) What was done?
- d) How did you do it?

STORYBOARD CONTENT GUIDELINES (page 2 of 2)

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5.0 RESULTS

Demonstrate that an improvement has occurred as a result of the project process.

Areas to address:

- a) Identification of the root causes that have been reduced or eliminated by the project solution or countermeasures
- b) Intangible changes or benefits from the project and how they affect the team's customer(s)
- c) Measure(s) which show both the "before project" data and the "after project implementation" data
- d) Comparisons made with organizations inside or outside your industry (benchmarking)

6.0 STANDARDIZATION AND PREVENTION

Describe the team's efforts at developing the best, easiest and safest ways to prevent and avoid future problems addressed in the project.

Areas to address:

- a) Team technique used in selection
- b) Guidelines established for measuring the performance of the process or tasks
- c) Efforts made to develop objective, simple and conspicuous procedures and methods
- d) Preservation and dissemination

7.0 REFLECTION AND PLANS FOR CONTINUOUS IMPROVEMENT

Describe your team's future projects and plans for improvement in either the same project area or in a different project area.

Areas to address:

- a) Affect on other processes, projects and systems
- b) Potential future results
- c) Methods of verifying the plans
- d) Development and assessment of alternative improvement processes
- e) Reflection of how to solve any remaining problems

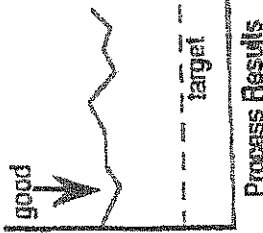
TEAM QUALITY IMPROVEMENT STORYBOARD

Team Information

- Team Name
- Members
- Leader
- Facilitator
- Process Owner
- Guidance Team
- Mission Statement
- Team Performance Measures

Reason for Improvement

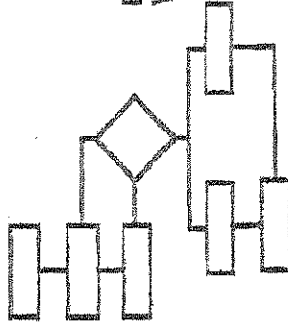
RUN CHART



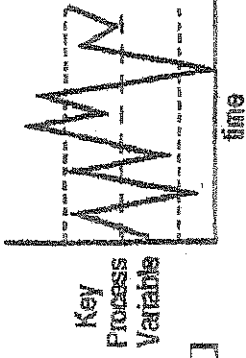
GANTT CHART

| Key Step | Resp. | Timing | Result |
|----------|-------|--------|--------|
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"AS IS" FLOW CHART

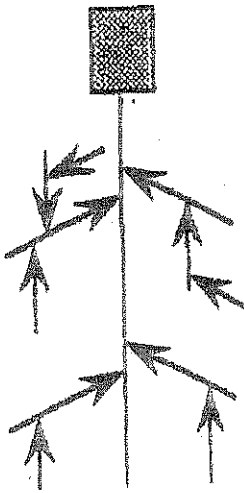


CONTROL CHART

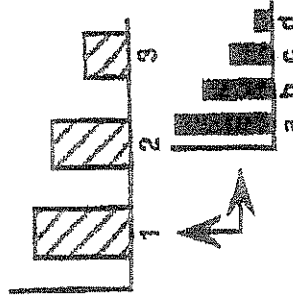


Analysis

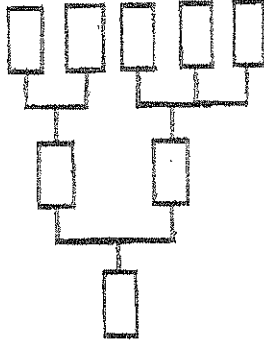
CAUSE & EFFECT DIAGRAM



PARETO CHART

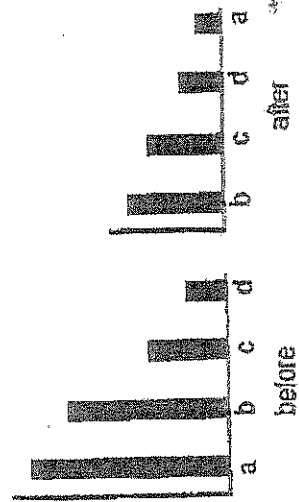


"WHY-WHY" DIAGRAM

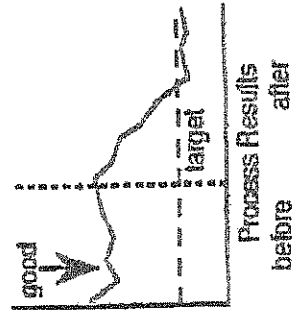


Results

PARETO CHARTS

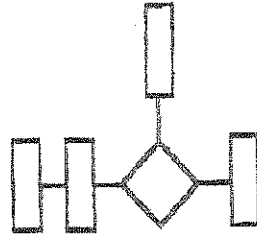


RUN CHART



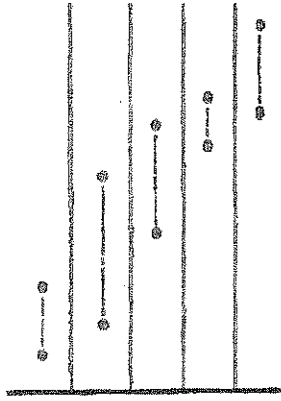
Standardization

"SHOULD BE" FLOW CHART



Countermeasures

ACTION PLAN UPDATE TO GANTT CHART



Future Plans

NEXT STEPS/EVALUATION/FOLLOW-UP

Open Issues

1. _____
2. _____
3. _____
4. _____
5. _____

