

2012

Cincinnati
Team
Storyboard
Fair
Program

Sponsored by:



10/23/2011

Introduction:

The Cincinnati Team Storyboard Fair intends to recognize the efforts of teams using the quality improvement process. The initiative for team application resides with an organization or a team. Any organization may nominate teams to apply or any team may suggest to the organization that the team should apply. Due to the nature of company proprietary information, the organization top management must consent prior to submission of the Team Storyboard Fair Application.

There will be three levels of recognition representing increasing levels of accomplishment:

- 1 Highest Achievement
- 2 Significant Achievement
- 3 Serious Commitment

Because of the potentially large number of applications which could be submitted and the limited time for evaluation and voting, the STORYBOARD will be the only source of information used to determine Storyboard recognition winners.

Additionally, the Highest Achievement recognition winners may present their team project at the May 2012 ASQ Team Storyboard Fair celebration at *Raffel's Banquet Hall*, located in Evendale, Cincinnati. All recognition winning participants will receive a special certificate for their achievement as well as the honor of being role models for future quality teams.

Furthermore, the STORYBOARDS selected for the Highest Achievement and Significant Achievement recognition will be placed on display at prominent shopping malls or other public locations for one month to promote the team and organization's success; and to promote quality team awareness in the Community. These STORYBOARDS shall then be returned by July 1, 2012. All other STORYBOARDS shall be released to the company or team representative at the May 2012 recognition event.

Purpose:

The objective of the Cincinnati Team Storyboard Fair is to promote, encourage, and recognize team quality improvement efforts by providing peer recognition, celebration, and a public showcase for successful team projects. This goal also satisfies the mission of the Cincinnati Section of the *American Society for Quality* to improve ourselves, our organization and our community.

Once submitted, STORYBOARD contents shall be photographed and placed on the Cincinnati ASQ Section website asqcincinnati.org. At this point, the content shall be considered to be "in the public domain". ASQ and others may share or reproduce content and concepts from submitted storyboards to stimulate teamwork and enhance continuous improvement in their organizations.

Storyboard Fair Goal:

To increase the number of Cincinnati Team Storyboard applications from 1 in 2011 to 25 teams in 2013. The ultimate goal of the Cincinnati Team Storyboard Fair program is to encourage teamwork and continuous improvement by publicly recognizing team success stories.

Eligibility:

Any group of two or more individuals working on a common project or process in any publicly or privately held organization of any size located within 50 miles of downtown Cincinnati may participate in the Storyboard Fair. Some examples include government agencies, trade associations, professional societies, not-for-profit, academic institutions, religious, health care, banking, service and manufacturing organizations. Organizations that have members who are Officers of the Cincinnati ASQ Section or members of the Team Storyboard Fair Committee may display Storyboards that are ineligible for votes.

Storyboard Fair Time Table:

Applications Due:	February 29, 2012
Storyboard Due:	March 20, 2012 @ 4:00 – 4:45PM
Voting by e-ballot members:	March 10 – 20, 2012
Voting by meeting attendees:	March 20, 2012 @ 5:00 – 7:00 PM
Winning Teams Announced:	April 17, 2012 @ 8:00 PM – 8:15 PM
Top Team Presentation:	May 15, 2012 @ 7:00 – 7:15 PM

Storyboard Review Process:

The evaluation of team STORYBOARDS shall be accomplished using two methods; ASQ website photo review (from March 10-20) and on-site review at Raffels (on March 20 from 5-7 PM) preceding the business portion of the March ASQ meeting. NOTE: The ASQ website and ASQ meetings are open to the general public. Members and nonmembers may enjoy dinner during the ASQ meeting; but dinner reservations must be made in advance of the event. See asqcincinnati.org for dinner meeting details.

Storyboard Voting Process:

Each participant shall be issued a ballot upon registration at the March 20 ASQ meeting. Participants (members and nonmembers in attendance) shall be invited to review all of the STORYBOARDS on display and select the STORYBOARD(s) that best represent a successful quality improvement process and team effort. Participants can cast their vote for no more than five STORYBOARDS. Completed ballots shall be placed in a ballot box located at the designated "voting official" table. In addition, all Cincinnati ASQ members shall be sent an electronic ballot by email on March 10th. Electronic ballots shall be cast by members using the Event Registration RSVP feature by March 20. Ballot results shall be tabulated and verified by the Team Storyboard Committee.

Winning Storyboard Level Determination:

A simple count of total ballot votes will result in the winning team selection. The top one or two teams will be recognized with Highest Achievement recognition status. Teams that rank in the top 20% shall win Significant Achievement recognition status. Teams that rank in the top 50% will win Serious Commitment recognition status. All team members who have displayed their STORYBOARD shall receive a certificate of participation.

NOTE: Photographs of all STORYBOARDS shall be displayed on asqcincinnati.org to enable all interested parties to carefully review each STORYBOARD before the e-voting and on-site voting sessions.

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. Fees must be paid at the time the application is submitted. All fees shall be paid by check or money order by February 29 to: ASQ Cincinnati Section Treasurer. Fees shall be refunded if the application is incomplete or the applicant is ineligible.

Benefits of Applying:

Highest Achievement Teams will receive a special team plaque.

Highest Achievement winning team members each will receive a free dinner at the May ASQ Meeting.

Highest Achievement team members each will receive a Certificate of Commendation.

Winning Team Project Presenters will receive a Presenter's Certificate.

Highest Achievement, Significant Achievement and Serious Commitment Teams will receive a Certificate of Commendation.

Highest Achievement, Significant Achievement and Serious Commitment Team members will receive a Certificate of Participation.

A photograph of All STORYBOARDS shall be displayed on the asqcincinnati.org website from 3/10/2012 until 5/20/2011. All winning STORYBOARDS will continue to be displayed on this website until 12/31/2012.

STORYBOARD Format:

The storyboard shall be a tri-fold cardboard self-standing unit measuring 3 feet high by 4 feet wide. Storyboard information shall be neatly written or typed onto white paper and glued or taped to the storyboard. No hardware or widgets shall be affixed. Nothing shall protrude from the storyboard surface or perimeter. Lavishly decorated storyboards are discouraged. Brief, clear and concise content is encouraged. The use of 'Ariel' or 'Times New Roman' (16 point minimum font size) is recommended for main body text.

See the Storyboard Fair Application for STORYBOARD content guidelines. The suggestions in the "Areas to Address" sections are recommendations only. However, the seven major categories defined below must be addressed. See the attached STORYBOARD example for an illustration of a common format. DMAIC, 7-Step, 8-D and other problem-solving or process improvement methodology formats are acceptable. Non-traditional formats are encouraged where unique problem-solving design concepts have been developed and proved to be successful. The seven mandatory STORYBOARD categories are:

1. Selection of Theme
2. Understanding Existing Condition
3. Analysis
4. Implementation
5. Results
6. Standardization and Prevention
7. Reflection and Plans for Continuous Improvement

STORYBOARDS shall depict team projects that were initiated after January 1, 2011 and completed before March 20, 2012 to be eligible for Voting and recognition benefits.

Organizations and Quality Teams may present multiple STORYBOARDS; but each submittal requires a separate application and fee.

The Cincinnati Team Storyboard is based on the criteria mentioned in Ishikawa's book What is Total Quality Control, Malcolm Baldrige Criteria, Erie Team Quality Award, and the ASQ International Team Excellence Award, and several individual company systems. Criteria guidelines are described in the Team Storyboard Fair Application.

