| **Project Step** | **Responsibility** | **Date Planned** | **Date Complete** |
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| 1. Designate project sponsors and team leaders taking into consideration processes improvement and ongoing current operations
	1. Outline leadership responsibilities and expectations
	2. Conduct adaptive leadership training as appropriate to prepare leaders to lead
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| 1. Define the Value Proposition in terms of internal and / or external customers and stakeholders. Develop the Project Charter Document
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| 1. Develop the project staffing plan staffing both Team “P” (present ongoing operations) and Team “F” (future process improvements)
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| 1. Develop strategic and tactical communications plans:
	1. Communicate organization mission and vision
	2. Compelling reason for change
	3. Expected outcomes
	4. Realistic costs and benefits of project
	5. Organizational impact including how it will affect roles, responsibilities, and staffing
	6. Assess feedback and address concerns
	7. Establish schedules for regular ongoing communications
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| 1. Conduct orientation sessions
	1. Orientation for all organizational members
	2. Orientation for project members
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| 1. Review Project Charter with Teams
	1. Modify as appropriate to promote involvement and commitment amongst teams
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| 1. Conduct team and process improvement skills training for project team members
	1. DISC Temperament
	2. Effective meeting skills
	3. Process improvement technical skills
	4. Group decision making and problem-solving techniques
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| 1. Teams define their team’s working approaches
	1. Team Charters
	2. Team Ground Rules
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| 1. Refine the vision and mission working collaboratively with key stakeholders, and organizational influencers to ensure broad acceptance
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| 1. Team report out sessions and process check
	1. Value Proposition
	2. Team initial project plans and team working approach
		1. Team charters and ground rules
	3. Next Steps to move towards Focusing
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