| **Project Step** | **Responsibility** | **Date Planned** | **Date Complete** |
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| 1. Develop organizational strategy maps that define the elements that accomplish the mission
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| 1. Disaggregate the Mission and Vision into Strategy and Tactics by developing subsequent strategy and process maps
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| 1. Select and implement Management Action Teams (MAT) that cooperate to affect the communication plan, roll out strategy, develop leaders and align the organization
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| 1. Utilizing SMEs, design and begin development of systems that transform the strategies into day-to-day operational tactics
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| 1. Utilizing the process maps created for systems, identify the roles and responsibilities including the associated time horizons for each organizational layer and position, develop metrics and behavioral anchors aligned to the strategy map(s)
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| 1. Begin the deployment of systems
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| * 1. Conduct initial training of operations
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| * 1. Explain the roles and responsibilities for each position including interrelations of systems and the obligations to upstream processes and downstream customers
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| * 1. Ensure that each system has measurement devices and/or methods capable of accurately monitoring and recording each essential parameter
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| * 1. Ensure systems response feedback loops are sufficient to allow operators a timely view to each process
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| 1. Develop initial goals for each position
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| * 1. Based upon the initial parameters set for each system, develop Key Performance Indicators (KPIs)
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| 1. Set up focus sessions to receive feedback to the effectiveness of each newly deployed system
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| * 1. Pay particular attention to the “seams” between processes that can be fall points where outputs from one system don’t feed the downstream system in a timely manner
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| 1. Use a systematic problem solving to adapt your systems as required and appropriate based upon the functionality and effectiveness of the system
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| * 1. Adjust the goals as necessary based upon system modifications
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| 1. Ensure project teams and SMEs document system and procedural changes to capture “As Designed” as compared to “As Built / Implemented”
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