| **Project Step** | **Responsibility** | **Date Planned** | **Date Complete** |
| --- | --- | --- | --- |
| 1. Establish appropriate Spans of Control and Limits of Authority for every position and aspect of organizational performance |  |  |  |
| 1. Ensure each system is monitored via “Timely View to the Processes” |  |  |  |
| * 1. Identify Leading Key Performance Indicators |  |  |  |
| * 1. Identify Trigger points |  |  |  |
| * 1. Outline the appropriate responses to key triggers |  |  |  |
| 1. Develop Training Strategy and Process |  |  |  |
| * 1. Utilize the strategy maps, process flowcharts, and any procedures, manuals, plans, and policies as well as other materials to conduct a DACUM to form the basis for Training Checklists |  |  |  |
| * 1. Develop the Essential Elements of Training (just enough – more formalized materials will be created to codify the final procedures during the Sustaining Phase) |  |  |  |
| 1. Broadly roll out training throughout the organization. Utilize the SMEs and others integral in the design of the process as trainers |  |  |  |
| * 1. Conduct Principles and Systems training to lay the foundation of solid understanding throughout the organization |  |  |  |
| * 1. Analyze gaps between Training Checklists and individual performance to develop Individual Development Plans |  |  |  |
| * 1. Implement Structured On the Job training to conduct targeted training as necessary to fill the gaps and build support – just in time and just enough |  |  |  |
| 1. Continue to engage the Management Action Teams (MAT) created during Focusing to monitor, mentor, and support the growing skills |  |  |  |
| * 1. Establish consistent managerial norms regarding “Logical Consequences” |  |  |  |
| * 1. Ensure ongoing engagement, involvement, and awareness of leaders in the fledgling processes, procedures, and the nascent culture growing within the organization |  |  |  |
| * 1. Reinforce behaviors and demonstration of excellence, address lapses as they emerge through intervention |  |  |  |