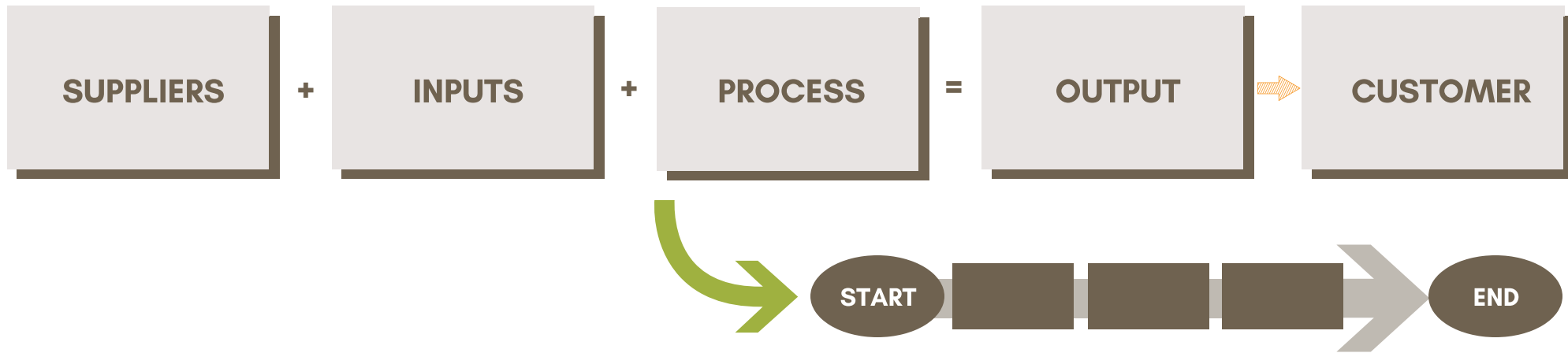


SELECTING A PROCESS FOR YOUR GREEN BELT PROJECT

What is a process?



A good process for a Green Belt project is:

- a priority to the organization, not a make-work project
- having a major negative impact on end users/clients
- simple enough to be used as a first step to Lean
- short enough (time to complete one cycle) to be able to see results within 1 - 2 months
- one that people (the process owner and those who do the work) want to improve

Examples of successful Green Belt projects

- Contracting
- Filling an Acting assignment
- ATIP requests
- Financial forecasting
- Risk assessments
- Creating, reviewing and approving a briefing note
- Issuing permits
- Quarterly program updates
- Grants and contributions
- Accounts payable
- IT change requests
- Responding to complaints
- Publishing an intranet article

Prioritization techniques

- 1 Reduce the list of potential process to those that are most significant to you
- 2 Identify your top priority process(es)
- 3 Use a prioritization to matrix to evaluate each candidate process
- 4 Vote. It's less scientific but it's good enough for a team to reach consensus

Filling in a prioritization matrix

② Adjust the criteria for evaluation and weighting to meet the needs of the organization

		Low complexity	Team is ready and willing to improve	Highly visible	Agreement the problem has urgency	High potential for improvement	ROW TOTAL	RELATIVE DECIMAL VALUE
	Weighting:	0.2	0.3	0.1	0.2	0.2		
Process Name	Designing and delivering onboarding	1	5	5	5	5	21	19.4%
	Staffing an acting position < 4 months	5	9	9	9	9	37	34.3%
	Staffing an acting position > 4 months	6	5	5	5	1	22	20.4%
	Staffing a permanent position	9	1	5	8	5	28	25.9%
	GRAND TOTAL:						108	

① Short list of potential processes

③ Score each candidate process against the criteria on a scale of 1 to 10

④ Calculate values. A high relative score is often a good place to start

Contact us:

T: 613-266-4653

email: craig@leanagility.com

**Receive a
free
customizable
prioritization matrix**