

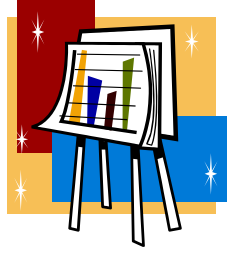

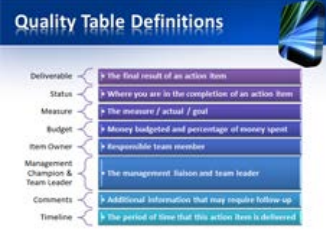


Time:	Script:	Activities:	Visuals:
7 Minutes	<p><u>Lecture: The Quality Table</u></p> <p>Say:</p> <p><i>The Quality Table takes each action item and breaks it down into doable steps.</i></p> <p><i>The question that needs to be answered is: “What steps do we need to take in order to deploy this action item?”</i></p>	 <p><u>Flip chart the question,</u></p> <p><u>“What steps do we need to take in order to deploy this action item?”</u></p> <p><u>Tape this piece of flip chart paper to the wall as you will be referring to it later in this module.</u></p>	 
15 Minutes	<p><u>Lecture: Quality Table Definitions</u></p> <p>Say:</p> <p><i>Let’s go over the different areas that can be found in a Quality Table. First, the deliverable. This is the final result of an action item. This information typically comes directly from the last matrix in a Hoshin plan; it is your action item.</i></p> <p><i>The next one is the status. Basically, this indicates how far the team is from completion. This can be</i></p>		 <p>Quality Table Definitions</p> <ul style="list-style-type: none"> Deliverable → The final result of an action item Status → Where you are in the completion of an action item Measure → The measure / actual / goal Budget → Money budgeted and percentage of money spent Item Owner → Responsible team member Management Champion & Team Leader → The management sabbon and team leader Comments → Additional information that may require follow-up Timeline → The period of time that the action item is delivered