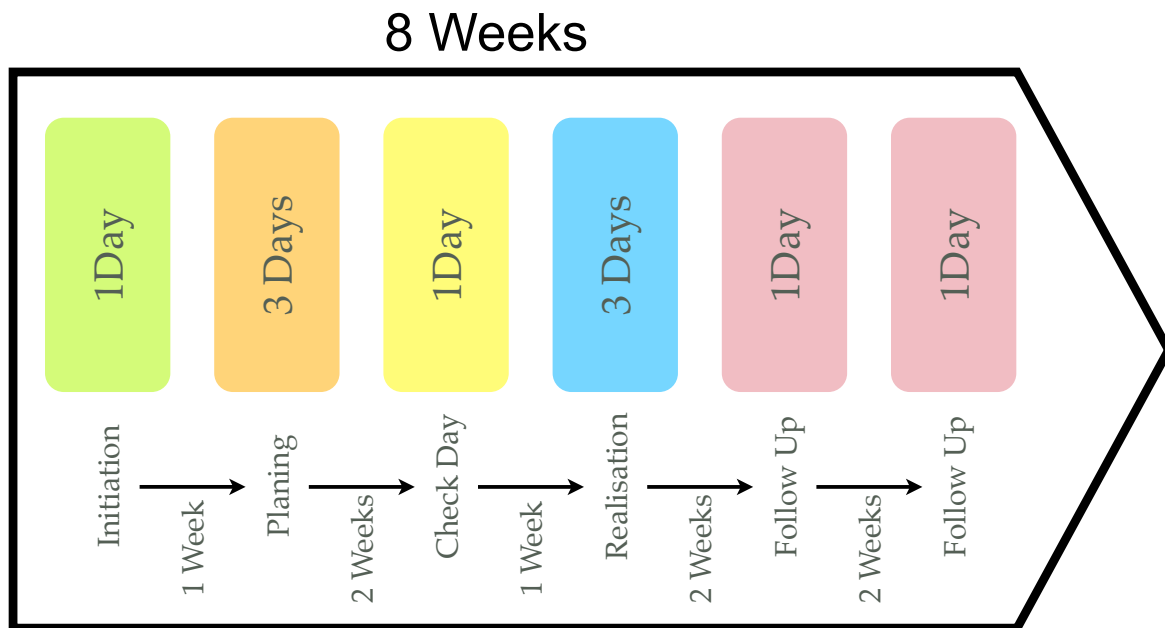


Continuous Improvement Project Facilitation

The continuous improvement project facilitation is a structured 10-day activity, which follows the Plan, Do, Check and Act process improvement cycle. The approach utilised offers business improvements as well as an excellent vehicle with which to train and develop staff in deploying continuous improvement.

The ideal team size for the activity is 6-8 and should be made up of model area direct staff (minimum 50%) and line supervision, Engineering, Maintenance and Quality.



The management team will also be required at the final presentation at the end of the Realisation activities to give the project the required gravitas to enable success.

Continuous Improvement Project Facilitation

I. Initiation (1 Day):

A preliminary meeting is arranged with the company management team. In the meeting the following topics are discussed:

- Introduction
- Company expectations from the activities
- Focus/model area for the activities are defined
- Current level of data captured in the model area and, where necessary a process of capturing data deployed.
- Site coordinator
- Team make-up
- Domestic arrangements for the activity
- Health and Safety considerations

II. Planning (3 Days):

Launch program with the company improvement team. The team will be introduced to continuous improvement (kaizen) approach and practically deploy the techniques in the focus/model area.

The team will carryout the following activities:

- Introduction to the project and management expectation
- Define team roles
- Identify and measure current performance
- Establish the current state of competitiveness of the company
- Identify where improvements can be made
- Set targets and deadlines
- Plan activities and allocate tasks





BREAKING THROUGH THE STATUS QUO.

III. Check Day (1 Day):

Check day is to confirm that the activity is going in the right direction. Further data might be analysed, the activity focus set are confirmed and further tools and techniques introduced as is necessary.

IV. Realisation (3 Days):

The emphasis in the three days is on practical experiential approach in learning to implement improvements (learning-by-doing) and following the Plan-Do-Check-Act cycle.

Creating changes and improvements that is aligned with the overall business goals (top-down & bottom up goals are aligned). Establishing a foundation for problem solving and continuous improvement.

Any outstanding actions from the three days are detailed and a roll out plan developed for the team to continue the improvement activity.

V. Sustain and Future Action Plans “Follow Up” (2 Days):

During the two follow up days an audit of the focus/model area is carried out. Also a meeting with the team to:

- Check outstanding actions
- Follow up on improvements made
- Data analysis to measure improvements made
- Develop further opportunities
- Action plan to sustain the improvements made

