

California Team Excellence Awards Program

Team Trailblazer Recognition

Enclosed are the details for the **California Team Excellence Awards -Team Trailblazer Recognition**.

Submissions: Submissions will be accepted year round. Any business, company, healthcare facility, military unit, non-profit organization, or public sector agency located in California may enter one or more of its work teams. See application instructions at:

<http://www.caexcellence.org/CTEAProgram/ApplicationResources.aspx>

Submission format may be in PowerPoint or text document.

Judging and Feedback: The judges will score each item. Maximum score for each section noted below. A feedback report will be provided within 45 days of submission.

Criteria: There are 39 items distributed over 8 sections that correspond to key project phases or components. Teams should address each of the 39 items as they apply to their project.

Team Trailblazer Criteria - 8 Sections & 39 Items

<u>Section</u>	<u>Item</u>	<u>Maximum Points</u>	<u>Description</u>
1.0		4.5	Project Selection and Team Development
	1.1		What is the problem statement that expresses where the organization wants to be at the end of the project?
	1.2		What specific goals and/or measures is the team trying to achieve with the project?
	1.3		What additional potential benefits, other than the specific goals and/or measures, will the project impact?
2.0		6.0	Stakeholders Groups
	2.1		What or who were the stakeholder groups and how were the stakeholder groups identified?
	2.2		What stakeholder resistance was identified and/or addressed in each phase of the project?
	2.3		How was communication with the stakeholder groups done at each stage of the project?
	2.4		How were the stakeholders involved in the project?

3.0

9.0 Team Development and Management

- 3.1 Before the project started, what was done to prepare the team to work together as a team?
- 3.2 What roles and expectations were determined ahead of the project?
- 3.3 What deadlines and deliverables did the team have to consider ahead of actually starting the project?
- 3.4 Before the project started, what team routines, including communication, were established?
- 3.5 How was the team evaluated throughout the project?
- 3.6 Did any changes need to be made to the team and why?

4.0

6.0 The Potential Cause(s)/Improvement(s)

- 4.1 What methods and/or tools were used to identify possible causes/improvement opportunities?
- 4.2 How was the team prepared to use the methods and/or tools selected?
- 4.3 Why were these methods and/or tools selected?
- 4.4 How were root causes or improvement opportunities identified?

5.0

4.5 The Root Cause(s)/ Improvement Opportunity(ies)

- 5.1 What data was generated and how was the data analyzed in order to identify the final root cause(s)/improvement opportunity(ies)?
- 5.2 What are specific examples of data analysis that lead to the final root cause(s)/improvement opportunity(ies)?
- 5.3 What was (were) the final root cause(s)/improvement opportunity(ies)?

6.0

7.5 The Possible Solution(s) or Opportunity(ies)

- 6.1 What methods and/or tools were used to identify the possible solution(s)/improvements?
- 6.2 How was the team prepared to use the methods and/or tools selected?

- 6.3 Why were these methods and/or tools selected?
- 6.4 What data was generated and how was the data analyzed to determine the possible solution(s)/improvement(s)?
- 6.5 What are the possible solutions(s)/improvement(s)?

7.0

9.0 The Final Solutions or Improvements

- 7.1 What methods and/or tools were used to identify the final solution(s)/improvement(s)?
- 7.2 How was the team prepared to use the methods and/or tools selected?
- 7.3 How were the methods and/or tools used to determine the final solutions(s)/improvements?
- 7.4 What is(are) the final solution(s)/improvement(s)
- 7.5 What data was generated and how was the data analyzed to justify why the chosen final solution(s)/improvement(s) should be implemented?
- 7.6 What evidence showed that justification was performed prior to implementation?

8.0

12.0 The Implementation and Results

- 8.1 What process(es) or system(s) were changed or created to implement the solution/improvement?
- 8.2 What systems were changed or created to measure and manage the performance of the implementation?
- 8.3 What were the results?
- 8.4 What additional benefits were realized from the project?
- 8.5 How did the results compare to the specific project goals/measures identified at the beginning of the project?
- 8.6 How were the results communicated with the stakeholder groups?
- 8.7 What was done to make sure the process or system changes made during the implementation continued to be followed?
- 8.8 What evidence showed that this became part of the organization's culture/operating strategy?

Total Possible Points = 58.5