

Project Circle Evaluation Criteria 2014

Company Name: _____

CIRCLE NAME: _____

Graph/QC Tool Usage, Teamwork, and Shared Duties will be evaluated based on information shared throughout the presentation.

	4	3	2	1	0
1. Team Development					
➤4 pts. -Team achieved and exceeded all of the guidelines below					
➤3 pts. -Team members' roles & responsibilities were determined by leveraging strengths, building skills, or considering intervening circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤2 pts. -Team used decision-making tool(s) to determine roles and responsibilities					
➤1 pt. -Team members' roles and responsibilities were defined					
➤0 pts. -Team members' roles and responsibilities not defined					
<u>Comments:</u>					
2. Theme Selection					
➤5 pts. Data & quality tools used to select project stated with stakeholder involvement and aligned with company business plan	5	4	3	2	1
➤4 pts. Data & quality tools used to select project stated; explained how stakeholders were involved in process; explained why project was selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Data and quality tools used to determine project or problem; stakeholders identified; explained how selected					
➤2 pts. Theme stated and supported with data					
➤1 pt. Theme stated with no supporting data					
➤0 pts. Theme not clearly stated					
<u>Comments:</u>					
3. Project Statement					
➤5 pts. Team achieved all guidelines below by thoroughly explaining how constraints were identified	5	4	3	2	1
➤4 pts. Same as below including specific cost constraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Same as below including time constraints					
➤2 pts. Team mentioned a project statement and identified performance requirements					
➤1 pt. Team mentioned a project statement, but with no explanation					
➤0 pts. Team did not mention a project statement					
<u>Comments:</u>					
4. Activity Plan					
➤2 pts. Activity plan constructed and used correctly (logical, realistic, and relevant to the project)				2	1
➤1 pt. Activity plan presented				<input type="checkbox"/>	<input type="checkbox"/>
➤0 pts. Activity plan not stated or shown					<input type="checkbox"/>
<u>Comments:</u>					
5. Situation Description and Analysis					
➤5 pts. Team achieved and exceeded all the guidelines below	5	4	3	2	1
➤4 pts. Data collected and analyzed with stakeholder involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Team identified improvement opportunities and how current situation would be measured					
➤2 pts. Team identified improvement opportunities					
➤1 pts. Team described current situation with photos/drawings, layout/flowchart and process characteristics					
➤0 pts. No situation description					
<u>Comments:</u>					

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	5	4	3	2	1	0
6. Goal(s) and Potential Benefits						
➤5 pts. Team achieved and exceeded all of the guidelines below	5	4	3	2	1	0
➤4 pts. Same as below with data collected and displayed for tangible (measurable) potential benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Same as below with tangible / intangible descriptor for potential benefits						
➤2 pts. Team used Ideal Image Statement to set goal(s) and identify potential benefits						
➤1 pt. Team identified goal(s) and documented on appropriate graph						
➤0 pts. Team did not identify goal or potential benefits						
<u>Comments:</u>						
7. Objectives Development (criteria for selecting best option)						
➤5 pts. Team achieved and exceeded all of the guidelines below	5	4	3	2	1	0
➤4 pts. Team described objective development, showed process used with thorough explanation, and utilized stakeholder input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Team described objective development and showed process used, with thorough explanation						
➤2 pts. Team described objective development and showed process used						
➤1 pt. Team provided minimal description of how objectives were developed						
➤0 pts. Team did not mention development of objectives						
<u>Comments:</u>						
8. Develop Improvement Alternatives						
➤5 pts. Team achieved all of the guidelines below and exceeded expectations	5	4	3	2	1	0
➤4 pts. Team described alternatives developed, showed process used, and provided thorough explanation, and utilized stakeholder input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Team described alternatives developed, showed process used, and provided thorough explanation						
➤2 pts. Team described alternatives developed and showed process used						
➤1 pt. Team provided minimal description of how alternatives were developed						
➤0 pts. Team did not mention development of improvement alternatives						
<u>Comments:</u>						
9. Decision Analysis (selecting the best improvement alternative)						
➤5 pts. Team achieved all of the guidelines below by including stakeholders in the decision making process	5	4	3	2	1	0
➤4 pts. Team used decision making tool correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Team described how alternatives were analyzed, best selected, showed process used, and assessed risk of best alternative						
➤2 pts. Team described how alternatives were analyzed and best selected and showed process used						
➤1 pt. Team provided minimal description of how alternatives were analyzed and best selected						
➤0 pts. Team did not mention decision analysis						
<u>Comments:</u>						
10. Planning Implementation of Best Alternative (PDCA - Plan)						
➤5 pts. Team achieved and exceeded all guidelines below	5	4	3	2	1	0
➤4 pts. Same as below with explanation of stakeholder involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤3 pts. Team clearly explained the scheduling of resources and deliverables						
➤2 pts. Team showed and explained implementation plan (employing 5Ws-1H or other appropriate method)						
➤1 pt. Team described implementation plan						
➤0 pts. Team did not describe implementation plan						
<u>Comments:</u>						

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11. Testing and/or Implementation (PDCA - Do)

- 5 pts. Team achieved and exceeded all guidelines below
- 4 pts. Same as below with explanation of any obstacles
- 3 pts. Team clearly explained and described test/implementation using data, photos/drawings
- 2 pts. Team documented and monitored the implementation progress
- 1 pt. Team identified improvement with superficial explanation
- 0 pts. Team did not mention improvement implementation

5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

12. Implementation Verification (PDCA - Check)

- 5 pts. Team achieved and exceeded all guidelines below
- 4 pts. Team confirmed tasks were completed, checked result against primary objective, documented on graph, with stakeholder involvement
- 3 pts. Team confirmed tasks were completed, checked result against primary objective, and documented on graph
- 2 pts. Team confirmed tasks were completed but were inadequately displayed graphically
- 1 pt. Team verified improvement with superficial explanation
- 0 pts. Team did not mention improvement verification

5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

13. Implementation Standardization (PDCA - Action)

- 5 pts. Team achieved all of the guidelines below and excelled at horizontal implementation (across organization)
- 4 pts. Same as below with stakeholders involved in the process
- 3 pts. Team standardized improvement into daily operations and communicated to all stakeholders
- 2 pts. Team identified standardization but did not communicate improvement to stakeholders
- 1 pt. Team identified standardization with superficial explanation
- 0 pts. Team did not mention standardization

5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

14. Comparison Summary

- 5 pts. Team achieved and exceeded all of the guidelines below
- 4 pts. Team compared before and after condition with photos/drawings, layout, flow chart, and process characteristics
- 3 pts. Team compared before and after condition with photos/drawings, layout, flow chart, etc.
- 2 pts. Team compared before and after condition with photos and/or drawings
- 1 pt. Team compared before and after condition with little or no visual aid
- 0 pts. Team did not compare before and after condition

5	4	3	2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

15. Activity Plan (Planned vs Actual)

- 2 pts. Detailed activity plan showing all activities (planned vs. actual) presented and gaps explained
- 1 pt. Activity plan showing all activities (planned vs actual) presented
- 0 pts. Activity plan not stated or shown

2	1	0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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16. Impact Analysis

- 4 pts. -Indepth explanation of individual and team growth AND Activity Cost Assessment
- 3 pts. -Indepth explanation of individual and team growth OR Activity Cost Assessment
- 2 pts. -Superficial explanation of individual and team growth AND Activity Cost Assessment
- 1 pt. -Superficial explanation of individual and team growth OR Activity Cost Assessment
- 0 pts. -Did not explain individual and team growth NOR Activity Cost Assessment

4 3 2 1 0
□ □ □ □ □

Comments:

At the Honda CAN Conference competition, the following portion of the evaluation criteria does not require slides. This section is the evaluators impression of the team's overall activity and presentation

Overall Tool Usage

- 5 pts. -Extensive/creative use of tools, well constructed and appropriate for process step
- 4 pts. -Extensive use of tools, appropriate for process step and mostly well constructed
- 3 pts. -Adequate use of tools, appropriate for process step and mostly well constructed
- 2 pts. -Adequate use of tools, appropriate for process step, but poorly constructed
- 1 pt. -Minimal use of tools and/or poorly constructed
- 0 pts. -No evidence that tools were used

5 4 3 2 1 0
□ □ □ □ □

Comments:

Circle Duties Shared - Teamwork

- 3 pts. -All members participated in presentation & teamwork was evident throughout the circle activity.
- 2 pts. -Not all team members had a role in presentation but teamwork was evident throughout the circle activity
- 1 pt. -Not all members participated in presentation and limited teamwork evident during circle activity
- 0 pts. -Not all team members had a role in presentation and teamwork was not evident throughout the circle activity

3 2 1 0
□ □ □ □

Comments:

Presentation Easily Understood

- 4 pts. -Team achieved and exceeded all the guidelines below
- 3 pts. -Presentation had good flow and was easily understood. Someone with no knowledge of the business could
- 2 pts. -Presentation had good flow, was easy to understand, but some parts could have been presented more effectively
- 1 pt. -Presentation somewhat confusing, but the main idea was understood
- 0 pts. -Presentation not easily understood

4 3 2 1 0
□ □ □ □ □

Comments:

Total Score: