

# **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.**

## 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
- 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

**Comments:**

## 2. Theme Selection

- 5 pts. Data & quality tools used to select project stated with stakeholder involvement and aligned with company business plan
- 4 pts. Data & quality tools used to select project stated; explained how stakeholders were involved in process; explained why project was selected
- 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

**Comments:**

### 3. Project Statement

- 5 pts. Team achieved all guidelines below by thoroughly explaining how constraints were identified
- 4 pts. Same as below including specific cost constraints
- 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

**Comments:**

## 4. Activity Plan

- 2 pts. Activity plan constructed and used correctly (logical, realistic, and relevant to the project)
- 1 pt. Activity plan presented
- 0 pts. Activity plan not stated or shown

**Comments:**

## 5. Situation Description and Analysis

- 5 pts. Team achieved and exceeded all the guidelines below
- 4 pts. Data collected and analyzed with stakeholder involvement
- 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

**Comments:**

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## 6. Goal(s) and Potential Benefits

- 5 pts. Team achieved and exceeded all of the guidelines below
- 4 pts. Same as below with data collected and displayed for tangible (measurable) potential benefits
- 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

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

Comments:

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## 7. Objectives Development (criteria for selecting best option)

- 5 pts. Team achieved and exceeded all of the guidelines below
- 4 pts. Team described objective development, showed process used with thorough explanation, and utilized stakeholder input
- 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

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

Comments:

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## 8. Develop Improvement Alternatives

- 5 pts. Team achieved all of the guidelines below and exceeded expectations
- 4 pts. Team described alternatives developed, showed process used, and provided thorough explanation, and utilized stakeholder input
- 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

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

Comments:

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## 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
- 4 pts. Team used decision making tool correctly
- 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

5	4	3	2	1	0
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Comments:

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## 10. Planning Implementation of Best Alternative (PDCA - Plan)

- 5 pts. Team achieved and exceeded all guidelines below
- 4 pts. Same as below with explanation of stakeholder involvement
- 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

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

Comments:

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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"/>					

Comments:

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## 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
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Comments:

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## 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"/>					

Comments:

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## 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"/>					

Comments:

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## 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"/>					

Comments:

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# Project Circle Evaluation Criteria 2014

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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:**

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