

Lean Project Deployment Guide

Roles & Responsibilities

Executive Sponsor Role
Supports project at high level; communicates with leadership team and addresses barriers
Works with facilitator and process owners to set vision, ensure events are conducted, action plan implemented and improvements sustained
implementation of action plan
Process Owner
Has broad view and authority over process to be improved
Owns the overall process from prep through the RIE through effective follow up and tracking-responsible for completing all details (e.g. scheduling, communicating, document management, etc).
"Champions" the team and the lean process as necessary
Assists team by communicating vision, eliminating barriers to change, providing support and promoting the team objectives
May or may not be an RIE participant but is encouraged to drop in on the team frequently through the RIE to assess progress and encourage the team to make meaningful change
Responsible for data collection-can be delegated
Team Lead
In cooperation with the facilitator, during the event, keeps the RIE team focused on the daily requirements and provides leadership to the team
Responsible for delivering real results during the event week
Does not have to be from the area targeted for improvement
Should guide the team toward aggressive changes
Focuses on content during the meeting
Team Member
Expected to participate and contribute to the team by assisting in achieving the team goals and objectives
May be a mix of people directly involved in the daily workload of the targeted area, support personnel, managers, customers, etc
May also serve as 'fresh eyes'
Facilitator
Owns the Lean process
Facilitator's role is to provide the structure.
Provides direction when necessary to help facilitate a successful learning experience for all team members while achieving the teams goals and objectives