

## Sponsor Standard Work Checklist

### Pre-Work Phase

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| <ul style="list-style-type: none"> <li>Meeting with Yellow Belt(s)</li> <li>Schedule 5 min call each week with your YB(s)</li> </ul> | <ul style="list-style-type: none"> <li>Discuss project schedule</li> <li>Discuss the Gemba walk</li> <li>Help identify the right people for the team</li> <li>Help identify the right person to be the team lead</li> </ul> |
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### Define/Measure Phase

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| <ul style="list-style-type: none"> <li>Kick off the Define/Measure Team Day</li> </ul>                     | <ul style="list-style-type: none"> <li>Welcome</li> <li>Reiterate the importance of this work</li> <li>Thank team for participating</li> <li>Discuss the role of the sponsor, the YB(s) and the team</li> </ul>  |
| <ul style="list-style-type: none"> <li>Receive the A3</li> <li>Receive the Measurement Plan</li> </ul>     | <ul style="list-style-type: none"> <li>Review A3 report so you are familiar with the problem statement</li> <li>Review measurement and plan so you understand what is being measured, where and by whom</li> </ul>   |
| <ul style="list-style-type: none"> <li>Attend a Measurement Check Point with the Yellow Belt(s)</li> </ul> | <ul style="list-style-type: none"> <li>Walk around with the YB(s) and review the measurement collection sheets</li> <li>Talk to staff about how the data collection is going</li> <li>Thank the staff and reiterate the importance</li> <li>Review the QB and ensure it meets the QB standard</li> </ul> |

### Analyze/Improve Phase

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| <ul style="list-style-type: none"> <li>Meeting with YB(s) prior to Analyze/Improve Team Day</li> </ul>                               | <ul style="list-style-type: none"> <li>Review the Report out Presentation</li> <li>YB(s) should be able to articulate the data story and where the improvements need to be focused</li> <li>Discuss anything that is 'off the table'</li> <li>Recognize and thank the YB(s) for their hard work</li> <li>Remember this is not about you fixing the problems but supporting the YB(s) and the team</li> </ul> |
| <ul style="list-style-type: none"> <li>Attend the afternoon of the Analyze/Improve Team Day</li> </ul>                               | <ul style="list-style-type: none"> <li>Listen to the team describe the PDSAs that they have identified</li> <li>Acknowledge their hard work</li> <li>Challenge the status quo</li> </ul>   |
| <ul style="list-style-type: none"> <li>Receive the updated Report out Presentation</li> <li>Receive the updated A3 Report</li> </ul> | <ul style="list-style-type: none"> <li>Review the PDSAs in the Report out Presentation so you are aware of all the changes taking place</li> </ul>   |
| <ul style="list-style-type: none"> <li>Attend a PDSA check point with the Yellow Belt(s)</li> </ul>                                  | <ul style="list-style-type: none"> <li>Walk around with the YB(s) and talk to staff about the PDSAs taking place</li> <li>Review Quality Board</li> </ul>  |

### Control Phase

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| <ul style="list-style-type: none"> <li>Meet with Yellow Belt(s) prior to Control Team Day</li> </ul> | <ul style="list-style-type: none"> <li>Review Report Out presentation</li> <li>Discuss the next steps? Is the project spreadable?</li> <li>Discuss what has been put in place to sustain the changes (see Hierarchy of Control One Pager)</li> </ul>   |
| <ul style="list-style-type: none"> <li>Attend afternoon of the Control Team Day</li> </ul>           | <ul style="list-style-type: none"> <li>Invite others to attend and encourage staff to attend</li> <li>Listen to the Report Out Presentation</li> <li>Provide some closing words after the presentation</li> <li>Thank the team</li> <li>Reiterate the importance of the work</li> <li>Recognize their hard work</li> </ul> |