

| Priority (High, Medium, Low) | Kaizen | Item | Deliverable | Lead | Status (On Track, Delayed, Completed) | Target Date | Comments |
|---------------------------------|------------|------------------------------------|---|-------------------------------|---|-------------|--|
| | LBIS - FFT | Process Communication | Book weekly meetings with project teams | Dave | Completed | 17-Jan-14 | |
| | LBIS - FFT | Process Communication | Book biweekly meetings with project champion and project manager biweekly | Corporate Lean support (Ryan) | Completed | 20-Jan-14 | Feb 6 Dave will set this up with Ryan and Lorne Bedford Feb 20th - on track. March 6th - scheduled |
| | LBIS - FFT | Process Communication | Create standardized maps in Visio | Ryan | Completed | 31-Jan-14 | Feb 6th version being reviewed final comments by by 28th and completed at next call March 6th approval pending March 20th posted |
| | LBIS - FFT | 2014/15 AOP | Share 2014/15 AOP with DM, RSM, TSM after Deputy Minister feedback. | FFT Lean Team | Completed | 28-Feb-14 | Lean team to communicate across districts & regions. Feb 20th still waiting for final budget numbers. March 6 - Part of March 27th roll out. As completed info will be available to be communicated out. March 20th - ongoing part of regular business |
| | LBIS - FFT | Delivery Agent Selection Checklist | Use newly created standardized process to create delivery agent selection checklist. | Kerri | Completed | 28-Feb-14 | Feb 20th- draft version exists Kerri will send for feedback if requested March 6th - pending map approval March 20th completed |
| | LBIS - FFT | Endorsement of AOP | Create template to share AOP with DDM for endorsement. | Al | Completed | 28-Feb-14 | Share endorsed AOP with RED. For 2015/16 AOP - Feb 6 will finalise once group endorses - .want district endorsement at Feb 20th FFT call |
| | LBIS - FFT | Financial Management | Draft a note to inform executive, via Jim Sutherland, that issues with allocation of funds need to be addressed, as they can delay deployment of program; present to group at biweekly meeting; add endorsement block from FFT Lean Team. (Final draft) | Monty | Completed | 28-Feb-14 | Reference need to improve surplus return process; identify opportunities/areas for improvement (to share with CSNR), e.g. managing funding by project and tracking costs against project; reference procurement issues (redundant ADM approvals). Team members to provide feedback to Monty Feb 14th. Feb 20th version for endorsement next call - March 6 - Endorsed |
| | LBIS - FFT | Priority Setting | Develop working group to examine priority setting for groups outside the MPB impacted units. | Craig | On Track | 28-Feb-14 | Monty will chair - group confirmed (8 participant)s Craig wil invite Bernie Peschke to participate. Focus on the 30% Report out to team after first meeting. Feb 20th Task expected to be presented out at March 27th meeting March 6 - terms of reference and draft criteria under way. examples being developed - will call this complete at a later meeting |
| | LBIS - FFT | Process Communication | Post newly developed, standardized process maps in all district offices | FFT Lean Team | Completed | 28-Feb-14 | Need this done through FFT call - needs to be plotted out. Feb 20th Will do when this is finalised. March 6 When maps approved March 20th - maps posted on FFT site and will be distributed in March 27th meeting materials |
| | LBIS - FFT | Process Communication | Post newly developed, standardized process maps on FFT website. | Al (to assign to Nigel) | Completed | 28-Feb-14 | March 6 - see above |
| | LBIS - FFT | Salvage Opportunities | Develop standard control mechanism to ensure salvage opportunities are assessed before contract is approved. | Lyn | On Track | 28-Feb-14 | List of choices will be made available before next call Feb 20th - March 6th continuing - Lyn has shared just need endorsement March 20th need a bit more feedback and will endorse at a later meeting - will build consistent with Kerri's product |
| | LBIS - FFT | Stakeholder templates | Create standardized stakeholder templates to share AOP. | Al | On Track | 28-Feb-14 | Feb 6 Template examples being used Feb 20th ongoing. March 6 - template shared - feed back please Held over to March 27th |

