Priority (High, Medium, Low)	Kaizen	ltem	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 wil 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.	AI	Completed	28-Feb-14	Share endorsed AOP with RED. For 2015/16 AOP - Feb 6 will finalise once group endorseswant 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 adressed, as they can delay deployment of program; present to group at biweekly meeting; add endorsement block from FFT Lean Team. (Final draft)	t 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 refernce 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.	AI (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 consitent with Kerri's product
	LBIS - FFT	Stakeholder templates	Create standardized stakeholder templates to share AOP.	AI	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

LBIS - FFT	Work with BCTS re: MOU & Service Agreement	Draft note informing Dave & Geoff that the items in comments are critical to project completion; present to group at biweekly meetings; add endorsement block from FFT Lean Team. (Final draft)	John & Mike	Completed	28-Feb-14	Refined & expanded service agreement & MOU; Review non- ITSL component of MOU (Service Agreement). Expand BCTS role; Service agreement must state that FFT selection critera must be applied prior to a sale (currently an optional requirement); Ensure local & provincial push for expansion outside BCTS operating areas and local pine beetle areas is coordinated; include opportunities other than Mountain Pine Beetle killed stands. Feb - Mike and John will collaborate with AI, Dave and Geoff - March 6 - Partnership agreement moving forward March 20th Significant progress made
LBIS - FFT	Process Communication	Present newly created standardized process maps to FFT group.	FFT Lean Team	Completed	1-Mar-14	Have champion/manager introduce. Introduce on conference call formally and at March 27th meeting. March 6th pending map approval March 20th maps approved
LBIS - FFT	MOU with WMB	Review initial discussions with WMB; bring next steps to broader FFT group.	AI & Monty	On Track	14-Mar-14	AI - reviewing information and will share at next FFT meeting Feb 20th WMN more interested in engaging at district level. Will send AL and Monty JKJ work. March 6th JK work forwarded to Aland Monty - ongoing
LBIS - FFT	Roles & Responsibilities Matrix	Update R&R Matrix; share with FFT Lean Team; share on FFT website.	Al; Craig to review & comment	On Track	14-Mar-14	Some work underway Feb 20th Craig to review. March 6th on track new versions circulated by Al
LBIS - FFT		Report back to group at biweekly meetings re: the BCTS MOU letter.	Dave	On Track	14-Mar-14	March 6 - Ties in with line 16 topic - reported biweekly March 20 - significant progress made on drafting BCTS FFT Forest Management Partnership Agreement
LBIS - FFT	Process Communication	Present final presentation from Kaizen at next FFT meeting.	AI	Completed	ASAP (next FFT meeting)	Feb 20th conference call Craig did
LBIS - FFT	Process Communication	Set up Type 4 Presentation to FFT group by Paul Rehsler.	AI	Completed	ASAP (next FFT meeting)	Paul will present at March 26th meeting - meeting invite to FFT staff will be adjusted accordingly
LBIS - FFT	Parking Lot Items	Invite project champion to biweekly Lean Team meeting to discuss and make decisions on program development opportunities.	Dave	Completed	28-Mar-14	Invite to March 6th meeting - Invite J. McClarnon to. March 6th John McClarnon attended - open invite to John and Lorne Bedford to attend future meeting
	Chanage Management Strategy	Weekly agenda item re: ongoing communication with and feedback from broader FFT group.	FFT Lean Team Chair	Completed	Ongoing	Ensure communication is consistant re: FFT Lean presentation. Dave to draft communication March 6th Will add context on how process maps were developed.and distribute to FFT lists when maps and action plan posted to FFT website. March 20th Action plan, maps and communique will be sent out to FFT distribution list by March 21st

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