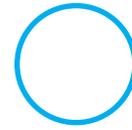




FIJI NATIONAL
UNIVERSITY



TEAM
EXCELLENCE
COMPETITION
GUIDELINES
FOR QUALITY
PRACTITIONERS



PRODUCTIVITY PROMOTIONS
DEPARTMENT OF QUALITY AWARDS

TABLE OF CONTENT

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APPENDICES

Team Excellence Framework

(National Judging Criteria)

Appendix 1

Team Excellence Registration Form

Appendix 2

Quality Circle Tools

Appendix 3

1.0 OBJECTIVES

- To promote and sustain continuous improvement through process improvement with a modern approach to Innovation and Creativity.
- To strive towards achievement of the company vision through small project teams

2.0 SCOPE

This procedure is applicable to all members or staff.

3.0 TEAM COMPOSITION

- 3.1 A Team Excellence Team shall consist of at least 5 members .
- 3.2 One team member shall be elected/appointed as the team leader and is responsible for training his members, supervising the project, encouraging team members and liaising with the facilitator.
- 3.3 The facilitator ,Team Excellence Manager or Productivity Officer is the link between the circle and the rest of the organization ,and coaches and advises circles to achieve its aims.
- 3.4 Team Registration must be completed before the first presentation, and the facilitator shall be notified.

4.0 PARTICIPATION

- 4.1 Team members identify and solve problems related to their own work area.
- 4.2 Every member is encouraged to participate, attend all meetings, and utilize quality control techniques to assist them in problem solving.
- 4.3 The Team Excellence Manager and the Productivity Officer shall remain independent.
- 4.4 Meeting minutes should be documented for every Team Excellence meeting.

5.0 PROJECT

- 5.1 Problems identified are based on Quality , Cost ,or Delivery (any problem that can be solved without data or within 2-3 meetings shall not be selected.
- 5.2 Project topics are decided from group consensus. The team excellence is now open to project methodologies like (QCC/(5S)/LEAN/A3 THINKING/KAIZEN/SIX SIGMA/TQM/TPM,BE),ETC.
- 5.3 There shall be an improvement in the existing procedure or formulation of a new procedure as a result of the project.
- 5.4 All presentations by the teams should be prepared in Microsoft PowerPoint. If video is used it will be included as part of the 12 minutes allocated per team.
- 5.5 Team can also send a recorded video of their presentations.
- 5.6 Project undertaken by a team must be completed within the last 12 months from date of competition.
- 5.7 Measurable results/impact on productivity/innovation also include both quantitative and qualitative measures.
- 5.8 Presentation guided by Team Excellence Criteria.

6.0 GUIDELINES FOR TEAM REPORT & POWERPOINT SUBMISSION

- 6.1 All the Team's presentation to be MS Power Point slides format (Max 5 MB).
- 6.2 Project Summary Report to be submitted in advance for Assessors to review. (Refer Cut Off Dates – Refer 9.3)
- 6.3 Teams will be allowed 12 minutes presentation.
- 6.4 (Max 50 slides to fit within the presentation time).
- 6.5 All Teams are requested to make full use of the 12 minutes time allocated in presenting their project.
- 6.6 Q & A session will follow and each Assessor will provide valuable Feedback for each teams .
- 6.7 Teams may include criteria item on the ppt slides. This will assist the Assessors to focus on the content criteria.
- 6.8 All teams must include on the main Power Point Slide the following
Organisation logo on the top left
Productivity Logo on the top right
Team Name
Theme
Project
- 6.9 Judging Panel's decision will be considered as final .

Note:

The maximum file size for PowerPoint file is 5 MB for ease of delivery via e- mail. Use the lowest possible resolution for photos and graphics and for back ground use plain slides for backgrounds to help you keep the presentation within the 5 MB size limit.

7.0 EVALUATION

- 7.1 Scoring Rubric for Assessing
- 7.2 The Final Score Banding for the respective awards for Team Excellence are as per below:
- 7.3 Participation: < 50 points
- 7.4 1 Star : 50 to <65 points
- 7.5 2 Star : 65 to <80 points
- 7.6 3 Star : 80 points to 100 points

8.0 SPECIAL CATEGORY AWARD

- 8.1 Best in Class Gold Award - >90 points (Final selection by the Judging Panel)
- 8.2 Best in Class Productivity Awards – 1 W inner only in this Category
- 8.3 Best in Class Innovation Awards – 1 W inner only in this Category
- 8.4 Best in Class Team Presentation – 1 W inner only in this Category
- 8.5 Best in Class 5S
- 8.6 Outstanding Productivity Organization
- 8.7 Model Productivity Organization
- 8.8 Note: These Award Category will be rolled out in the later stages.

9.0 PENALTIES

- 9.1 Final Cut-off Date for Submission of Final Presentation Reports As advised by Secretariat.
- 9.2 All teams participating at the Team Excellence Competition have been clearly communicated on the cut-off date for the submission of both final presentation reports and Power Point slides.
- 9.3 In all fairness to other teams and to allow our panel of judges sufficient time to pre-read the reports prior to Team Excellence Proper, we are setting the cut of dates 2 weeks in advance as the final cut-off date for the submission of the final report. Teams that submit their reports after the cutoff date will be penalized based on the following:
- 9.4 a) Late submission within 3 Calendar days – penalty deduction of 10 points,
b) Late submission within 7 Calendar days – penalty deduction of 15 points,
c) Late submission beyond 7 calendar days (i.e. Report not received by the final reminder date) – immediate removal of presentation slot.
- 9.5 We appreciate your kind understanding on this matter and in communicating with the respective teams on your end on the stated final cut-off date and to ensure that their final reports are submitted to Team Excellence Secretariat.



TEAM EXCELLENCE COMPETITIONS

National Judging Criteria

Team Name: _____ Year: _____

Organisation: _____

Framework	Assessment Criteria	Pts.	Score
Project/ Product Definition (10 points)	<ol style="list-style-type: none"> 1. Methods & Tools used to select. 2. Alignment to Organisational Goals including Vision and National/ Global setting context. 3. Methods used for target setting. 	10	
Customer (10 points)	<ol style="list-style-type: none"> 1. How well did the team define its customer? 2. Good understand of customer's need and expectations? 3. Was the team able to define a practical solution in its context? 	10	
Project Analysis & Solutions Implementation (10 Points)	<ol style="list-style-type: none"> 1. Existing Situation/ Problem/ Challenge/ Opportunity 2. Methods & tools used to identify possible root cause 3. Analysis of data to select final root cause 4. Implementation using problem solving tools/ Best practice/ Technology leverage to develop best solutions 5. Tangible results including Value Clarity from solutions were explained. 6. Stakeholder engagement 	10	
Impact On Productivity & Sustainability (25 points)	<ol style="list-style-type: none"> 1. Did the team clearly define any Productivity related Opportunity. 2. Does the solution enhance Productivity /Quality. 3. How is productivity measured by the team for this Project. 4. Impact on Organisation goals & Objectives 5. Project Standardization. 6. Review of the project for Sustainability. 	25	
Innovation (15 Points)	<ol style="list-style-type: none"> 1. Value Adding 2. Is the project a Breakthrough in Innovation 3. Is the project a Game Changer 	15	
Results/ Future Plans (20 Points)	<ol style="list-style-type: none"> 1. Tangible/ Intangible results achieved and reported 2. Research & Spin Offs for other opportunities 3. Cost Benefit Analysis/ ROI/ Analytical tools & Techniques 4. Positive Impact – Trends/ Benchmarks/ Comparisons 5. Team's Focus on the Future 6. Learning & Integration 7. Corporate Social Responsibility & Impacts 	20	
Presentation (10 Points)	<ol style="list-style-type: none"> 1. Professionalism 2. Active & Interesting 3. Strong in cohesion and related skills 	10	
	TOTAL	100	

Recommend: 1 STAR / 2 STAR / 3 STAR

TEAM EXCELLENCE COMPETITION

REGISTRATION FORM



Official Use

Organisation: _____ Business Type: **Private/Public/SME**
Team name: _____ Employment Size: _____
Department/Section: _____ Telephone No: _____
Date of circle formation: _____
Date of first meeting: _____

NAME OF MEMBERS	GENDER	STATUS	SIGNATURE
1. _____	F/M	_____	_____
2. _____	F/M	_____	_____
3. _____	F/M	_____	_____
4. _____	F/M	_____	_____
5. _____	F/M	_____	_____

I hereby register my Improvement Team with the Secretariat.

Name of Leader: _____ Designation: _____
Signature: _____ Date: _____
Signature of Manager: _____ Date: _____
Date of registration: _____ Signature of Secretariat: _____

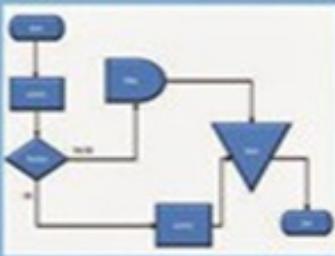
Company Telephone No: _____ Mobile Number of Facilitator: _____
Contact Person: _____ Email: _____

Remarks (Official Use Only)

(for further information/assistance please contact the Secretariat on **3311004 Ext 4004/4041**)

7 Q C Tools

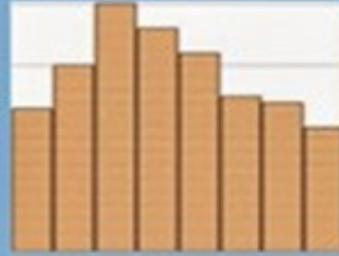
Process Flow Diagram



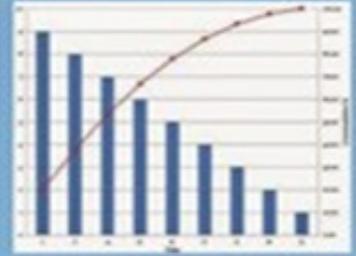
Check Sheet



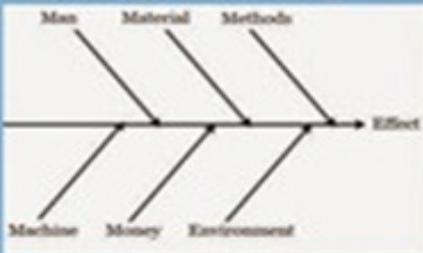
Histogram



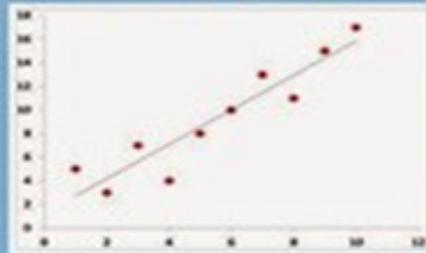
Pareto Diagram



Cause and Effect Diagram



Scatter Diagram

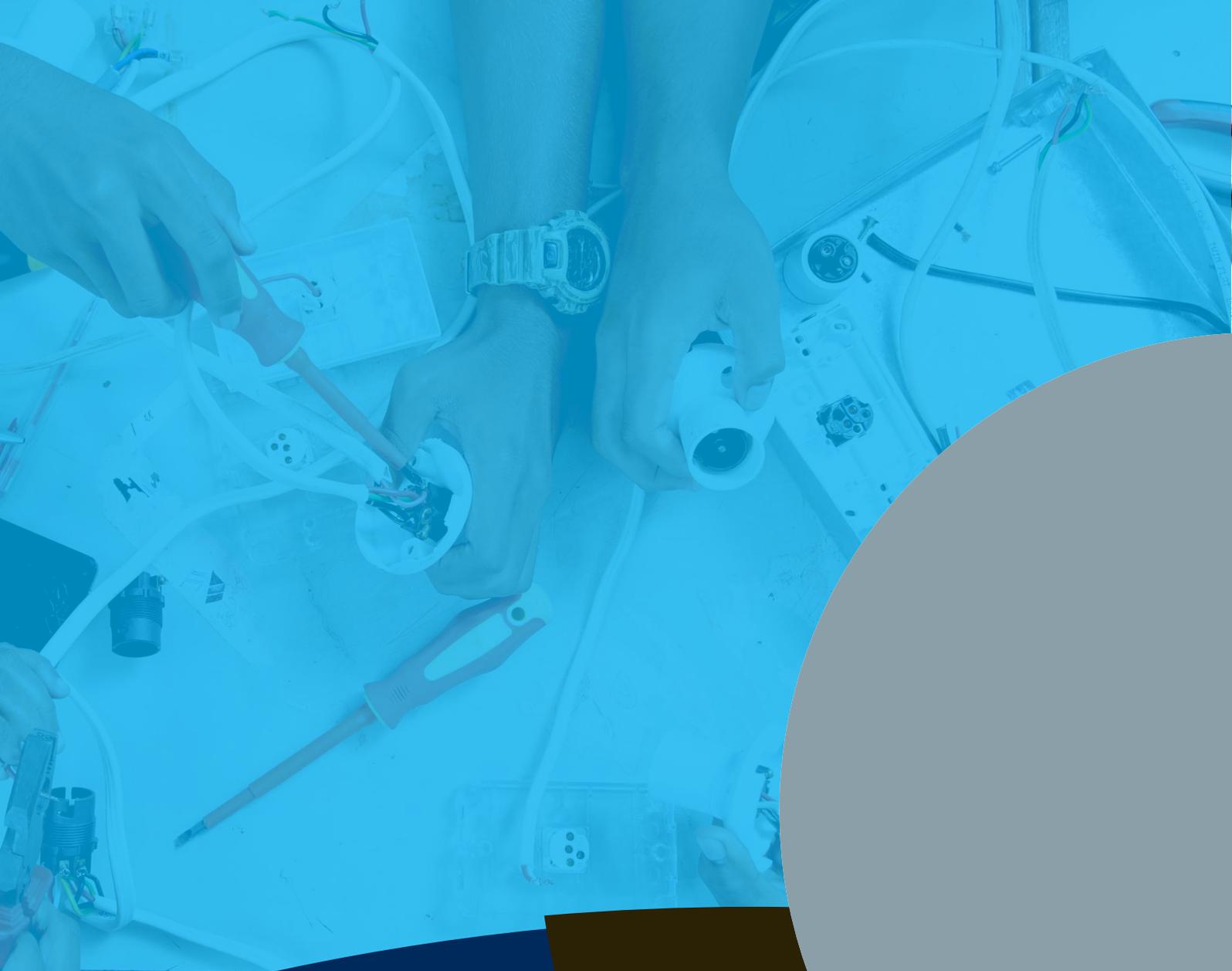


Control Charts



Tools

- | | | |
|-----------|---------------------------|--|
| A. | CAUSE & EFFECT | - Identify major causes |
| B. | CHECK SHEET | - Data collections |
| C. | GRAPHS | - Data presentation |
| D. | PARETO CHART | - Understand vital few |
| E. | HISTOGRAM | - Organise data |
| F. | SCATTER DIAGRAM | - Examine relationship between two variables |
| G. | CONTROL CHART | - Understand process. |



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