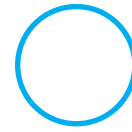




FIJI NATIONAL
UNIVERSITY



**TEAM
EXCELLENCE
COMPETITION
GUIDELINES
FOR QUALITY
PRACTITIONERS**



PRODUCTIVITY PROMOTIONS
DEPARTMENT OF QUALITY AWARDS

TABLE OF CONTENT

1.0 Objective

2.0 Scope

3.0 Team Composition

4.0 Participation

5.0 Project

6.0 Guidelines For Team Report &
PowerPoint submission

7.0 Evaluation

8.0 Special Category Award

9.0 Penalties

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

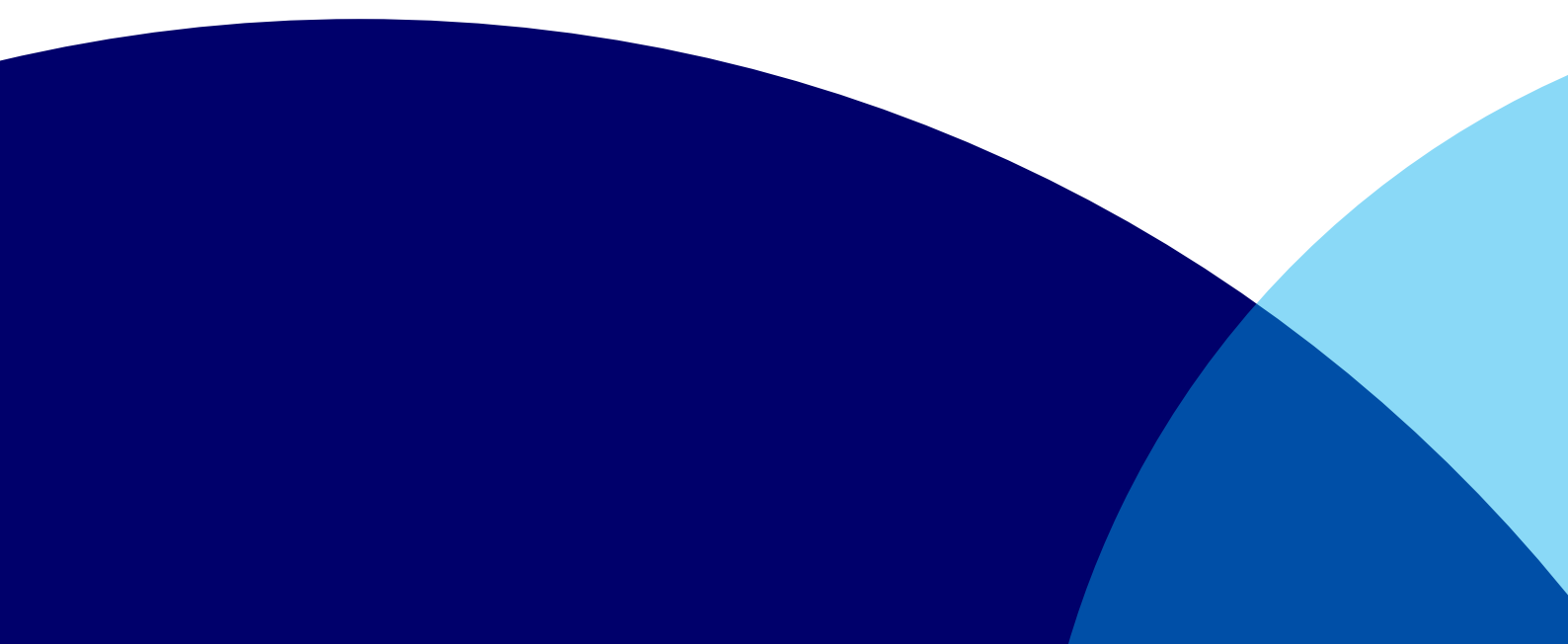
2.0 SCOPE

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 team.
- 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 background 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 SS
- 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:
 - 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)	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)	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)	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)	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)	1. Value Adding 2. Is the project a Breakthrough in Innovation 3. Is the project a Game Changer	15	
Results/ Future Plans (20 Points)	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)	1. Professionalism 2. Active & Interesting 3. Strong in cohesion and related skills	10	
	TOTAL	100	

Recommend: 1 STAR / 2 STAR / 3 STAR

Assessor: _____ Date: _____

Assessor Comments _____



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

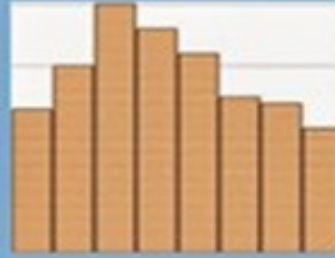
Process Flow Diagram



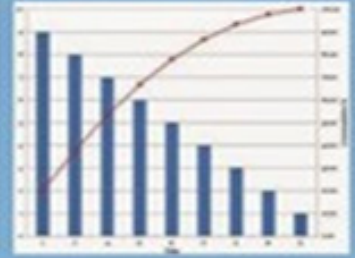
Check Sheet



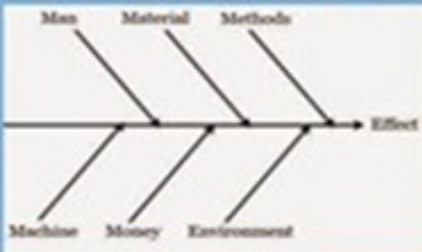
Histogram



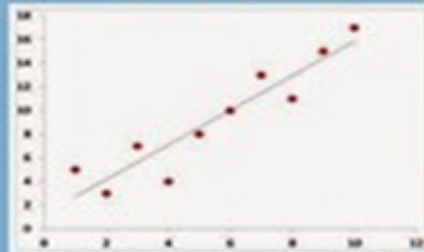
Pareto Diagram



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.



FIJI NATIONAL
UNIVERSITY

National Training and Productivity Centre



www.fnu.ac.fj

Care | Honesty | Accountability | Service | Excellence

