Team Progress Rating

Scoring	Team Progress Operational Definitions
0	Non-Starter. Project has been identified, but the charter has not been defined or assigned.
1	Draft Charter Complete. • Charter description including process(es), product or service identified • Project boundaries and objectives have been identified • Some measures have been identified • Sponsor identified
2	Draft Charter Prioritized and Assigned. • Draft charter has been prioritized against other improvement efforts • Draft charter has been reviewed with Sponsor • Core Team has been selected and assigned • No work has been accomplished
3	Ami Charter Defined OR Team has STOPPED meeting and working on the project. • Core Team has been trained. • Ami Charter has been completed • Applicable Change Concepts have been identified • Influencing and support processes for this effort have been identified • Initial Cycles have been defined, including at least one test • OR improvement cycles have STOPPED after work has been done. Stopped means the team has not met and/or submitted a Sponsor Report for 30 days. • **All documentation is complete and uploaded**
4	Initial PDSA cycle(s) for learning and testing have been prioritized with first 2 cycles with PLAN defined OR one planned experiment with two or more changes defined • Useful questions have been determined and documented in the Plan • Useful predictions have been documented in the Plan • A test plan has been defined, including how the test will be **pretested** and by whom prior to executing the test. • A data collection plan has been defined, **and** including how observations will be collected and how the data will be analyzed • **Data collection forms are inserted into the PDSA** • Cycles are reasonably small in scope with a wide range of conditions. • Responsibilities have been assigned with execution dates determined. • **All documentation is complete and uploaded**
5	At least 2 PDSA cycles for learning OR 1 Planned Experiment are in the DO stage. • Data is being collected BEFORE and AFTER the change • Revisions to the data collection plan or questions may have occurred • Analysis is in process • Observations have been documented • **All documentation is complete and uploaded**
6	At least 2 PDSA cycles for learning or 1 Planned Experiment are complete through ACT stage • Analysis is complete and has been studied with dialogue by the team • All Questions have been answered with the Results compared to the Predictions have been **documented in the Study Section of the PDSA. Charts are inserted.** • New Issues have been identified and **documented in Study** • A **short** summary of what was learned has been **documented in Study** • New questions have been determined, documented and prioritized for **ACT**ion • Ad Hoc members have been documented (inserted picture or specific names) • **All documentation is complete within the PDSA and uploaded**

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7	**Additional** PDSA cycles for learning have defined and are in various stages of completion. • All PDSA cycles have up-to-date documentation in their current stage. • **All documentation is complete and uploaded**
8	At least one PDSA test cycle change has resulted in improvement • Ad Hoc team members have asked for the change to become permanent • The change and improvement has been documented • The change and improvement is supported by the Sponsor • No adverse effects of the change on the System have been verified • Permanent measures have been identified to sustain the change • **All documentation is complete and uploaded**
9	At least one small change has been formalized and implemented • A formal Implementation Plan has been defined using the Implementation Checklist. • The formal Implementation Plan has been completed • The change is not longer temporary • Permanent measures are in place to sustain the change & detect changes • **All documentation is complete and uploaded**
10	Significant Results toward the achievement of at least 50% of the Objectives have been demonstrated from changes tested. • Documented changes have been identified where process measures show statistical evidence of improvement • Documented changes can be implemented • The changes are supported by the Sponsor • No adverse effects of the change on the System have been verified • Permanent measures have been identified to sustain the change • **All documentation is complete and uploaded**
11	The Objectives have been attained or exceeded to the satisfaction of the management team. • Documented changes have been identified where process measures show statistical evidence of improvement • Documented changes can be implemented • The changes are supported by Management • No adverse effects of the change on the System have been verified • Permanent measures have been identified to sustain the change • **All documentation is complete and uploaded**
12	All changes have been formalized and implemented. • A formal Implementation Plan is completed as defined by the Implementation Checklist. • The changes are sustainable (3 month audit required) • Permanent measures are in place to sustain the change & detect changes • Measures after the implementation reflect the improvements and achievement of project objectives • No adverse effects of the change on the System have been verified • **All documentation is complete and uploaded**

Reference: QBS Chapter 11 Leadership of Improvement, Page 11-25