Events Team Hoshin Action Plan 2016

	Action Plan Owner:	Dave/Rob	**Only allow 2 active projects per quarter**											
	Date Created	1/1/2016												
	Review Frequency:	Monthly	S	Plnd Start			S	On time strt			S	Late strt		
	Action Step from top of Matrix:		E	Plnd End			E	On Time End			E	Late End		
			P	Plnd In Prcs			P	In process			P	Not in prcs		
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1	**Advertising the full year calendar of events at one time**	**Dave**												
a	Finalize the # of events per "category" and populate calendar		SE											
b	Update the EC Calendar with event leads for the full year of events		SE											
c														
d														
2	**Explore how we can use non profit radio/public radio/websites to advertise to wider audience**	**Tom**												
a														
b														
c														
d														
3	**Make our volunteer inquiry more robust during the MLC overview slide deck**	**Dave/Rob**												
a	Update slide deck volunteer silde to be more appealing, and asks for folks that might want to volunteer			S	E									
b	Create a hand out that has more detail about volunteering, and has direct contact info			S	P	P	E							
c	Create a job/work breakdown by amount of time and what is needed for Events Team										S	P	E	
d	Update MLC Slide deck with latest ET needs												S	
4	**Develop standard work for all volunteer roles within the ET**	**Rob**												
a	Conduct survey for additional roles needed									SE				
b	Create draft roles and expectations										S	E		
	Create role standard work											S		
c	EC approval of role expectations and standard work												SE	
d	Publish and share EC roles and standard work with the board													SE
5	**Make solid connections with folks during events that are from potential enterprise level companies**	**OPEN**												
a	Update slide deck to be more interactive and probes "individual" members for potential expancsion to their org.													
b	Create a process where we can gather those folks contact information, or the info for their enterprise Lean Leader													
c														
d	Look at this for a BOD meeting?													
6	**Benchmark other organizations to see how they handle organizational memberships**	**Elaine**												
a	Started by Elaine, information for ASQ passed to Growth Team on the Board								S					
b														
c														
d														
7	**Always include a membership incentive in the fee structure for events**	**Vera**												
a	Update the registration fee planning matrix for EC approval		S	P	P	E								
b	Update the PDCA to support this change & Glean input from new members		S	P	P	E								
c	Post PDCA to the website for all to view									SE				
d														
8	**Implement a process that makes it easy for members to bring along non members for a trial**	**Howard**												
a	Create a rough draft to send to the EC - After reviewing ILC's format									SE				
b	Discuss rough draft on September Team Alignment Call										SE			
c	Modify final draft and send to ET Co-Leads										SE			
d	ET Co-leads to have posted on website in ET Team Space										SE			