31st QualTech PRIZE 2019

QIMPRO'S
TEAM EXCELLENCE
AWARDS FOR
PROCESS IMPROVEMENT, INNOVATION
& GREEN **BREAKTROUGH**

GUIDELINES FOR WRITING AN EFFECTIVE PROJECT REPORT FOR QUALTECH PRIZE 2018

Instructions

⇨ The text given under each section are guidelines
⇨ Your responses should be narrative – not in bullet points or in Q&A format – you will lose points
⇨ Some points may be irrelevant for improvement projects and some for innovation projects – skip them
⇨ Use bullets where you need to list / enumerate points
⇨ Do not type in ALL CAPS

Adding a Project from the Dashboard

1. **Project Title (30 words)**

2. **Category** (Dropdown)
   - Continuous Improvement
   - Disruptive Innovation
   - Green Breakthroughs

3. **Methodology Used (20 words)** (Six Sigma, Lean, Problem Solving)

4. **Key Steps of Methodology (50 words)** (DMAIC, PDCA, etc.)

5. **Improvement and/or Innovation Tools Used (50 Words)**

6. **Start Date (dd/mm/yyyy)**

7. **End Date (dd/mm/yyyy)**

Team Leader's details can be incorporated into team members' section.

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IMPROVEMENT PROJECT REPORT SUBMISSION

1. **Introduction (100 words) – 5 Points**
   How was the Area of Concern identified and decomposed into multiple projects? What was the role of upper management in prioritizing projects and preparing the charter; and how the project team was identified?

2. **Problem Definition (50 words) – 10 Points**
   How did the problem impact the performance of the organization? Was the problem was specific, observable, measureable, and of a manageable size for the project team?

3. **Problem Diagnosis (250 words) – 25 Points**
   Describe steps taken from symptom to cause.

4. **Problem Remedy (250 words) – 25 Points**
   Describe steps taken from cause to remedy.

5. **Locking the Improvement (50 words) – 10 Points**
   What are/were the quality controls, audit plan, and review plan?

6. **Cloning the Improvement (50 words) – 10 Points**
   Has the solution been replicated in other parts of the organization?

7. **Tangible Results (50 words) – 10 Points**
   Quantify the gains from the project – Process efficiency, product effectiveness, planet protection, higher revenues, lower COPQ, etc

8. **Intangible Results (50 words) – 5 Points**
   Indicate the improvement in cross-functional communication, facilitation, behavior at meetings, etc.

9. **Additional Information (1000 words) — No Points**
   Any information that you would like to share with Examiners and Judges, which should not be printed in the handout. This is optional.

From your dashboard, you can upload a PDF file (max 4 slides and 1MB in size) with your charts, graphs, tables, photos, etc. This is optional.

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INNOVATION PROJECT REPORT SUBMISSION

1. **Introduction (100 words) – 5 Points**
   How was the Area of Concern identified and decomposed into multiple projects? What was the role of upper management in prioritizing projects and preparing the charter; and how the project team was identified?

2. **Problem Definition (50 words) – 10 Points**
   How did the problem impact the performance of the organization? Was the problem was specific, observable, measureable, and of a manageable size for the project team?

3. **Problem Redefinition (50 words) — 5 Points**
   How was the problem creatively re-defined?

4. **Generate/Harvest Ideas (100 words) — 10 Points**
   What was the methodology used to generate/harvest ideas?

5. **Transfer Knowledge(250 words) — 10 Points**
   How did the team draw on ideas, facts, and principles from other fields of knowledge?

6. **Identify Combinations/Evaluate Alternate Solutions (100 words) — 10 Points**
   How did the team expand their view of all possible solutions to your problem?

7. **Develop a Specific Innovative Solution (250 words) — 25 Points**
   How has the solution simplified the situation? How scaleable is the solution? How synergistic is the solution with other operators?

8. **Lock the Innovation (50 words) — 10 Points**
   What are/were the quality controls, audit plan, and review plan.

9. **Tangible Results (50 words) – 10 Points**
   Quantify the gains from the project – Process efficiency, product effectiveness, planet protection, higher revenues, lower COPQ, etc

10. **Intangible Results (50 words) – 5 Points**
    Indicate the improvement in cross-functional communication, facilitation, behavior at meetings, etc.

11. **Additional Information (1000 words) — No Points**
    Any information that you would like to share with Examiners and Judges, which should not be printed in the handout. This is optional.

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GREEN BREAKTHROUGH PROJECT REPORT SUBMISSION

1. **What was the Green area of concern? How was it identified? (100 words) - 10 Points**
   Green Waste from supplier goods / services, goods / services in operations, goods / services in use

2. **How was the Green area of concern prioritized? Was there a role of upper management? (100 words) – 10 Points**

3. **How was the impact of the Green area of concern assessed? (200 words) — 10 Points**
   Performance of the organization, quality of air/drinkable water/soil, climate in the region, wildlife, others

4. **How was the Green area of concern resolved or reduced? (400 words) — 50 Points**

5. **What are the Green benefits for the organization and society? (200 words) — 20 Points**

6. **Additional Information (1000 words) — No Points**
   Any information that you would like to share with Examiners and Judges, which should not be printed in the handout. This is optional.

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