



Navigators

Notes from 12/7 Meeting

<i>Action Items:</i>	<i>Champions:</i>	<i>Target Date:</i>
◆ Identify Team structure for RMW ➤ Review & present to Navigators	Greg, Jack	Dec 20 th , 2000
◆ Define Structure of Mfg. Team ➤ Review & present to Navigators	Jack, Greg, Erica	Dec 20 th , 2000
◆ Define Training Program for Mfg. Team (Team Ldrs) ➤ Review & present to Navigators	Jack, Greg, Erica	Dec 20 th , 2000
◆ Finalize Initial Implementation Plan for 2001 ➤ Review w/ recommendations	Greg, Jack, Erica	Dec 20 th , 2000
◆ Update Session for Mfg. Team ➤ Communicate “next step” to team ➤ Team to review revised ‘team leader responsibilities’ ➤ Team to review ‘leader expectations’	Greg, Jack	Dec 19 th , 2000
◆ Confirm Navigator Responsibilities ➤ Review w/ recommendations	Lisa, Kerry	Dec 20 th , 2000
◆ Confirm Leader Expectations ➤ Review w/ recommendations	Lisa, Kerry	Dec 20 th , 2000
◆ Identify Navigators to partner-present Team Ldr Training	All	Dec 20 th , 2000
◆ Define ‘basic’ Key Metric program outline	Navigators	Dec 20 th , 2000
◆ Confirm Support Group Roles ➤ Review w/ recommendations	John, Steve	Dec 20 th , 2000
◆ Coordinate Task Team “thank you” luncheon	Greg, Erica	Dec 20 th , 2000
◆ Revise Task Team documents	Dan S., Jack	Dec 20 th , 2000
◆ Develop “Key Metrics 101” core course for NWT ➤ Safety (5-S) ➤ Productivity ➤ Quality ➤ Schedule Attainment	Lisa, Cathy Kurt, Greg Bob Travis	Feb 1 st , 2001 Feb 1 st , 2001 Feb 1 st , 2001 Feb 1 st , 2001
◆ Review & Update 5-S Scorecard for NWTs ➤ Coordinate with Mfg Team members	Lisa, Cathy Bill, Loren, Mark M.	Feb 1 st , 2001
◆ RMW-ize the 8-step Marconi Problem Solving Process	Lucy, Bob	Feb 15 th , 2001
◆ Develop “Product Knowledge” core course for NWT ➤ Phase #1: X-Connect, Mesa	John, Kerry	April 1 st , 2001



Navigators

December 20, 2000 Agenda

Agenda Item:

Facilitated By:

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| ✧ Confirm Team Structure for RMW | Greg, Jack |
| ✧ Confirm Structure of Mfg. Team | Jack, Greg, Erica |
| ✧ Confirm Training Program for Mfg. Team (Team Ldrs) | Jack, Greg, Erica |
| ✧ Update on Mft Team “next-step” Meeting | Jack |
| ✧ Finalize Initial Implementation Plan for 2001 | Greg, Jack, Erica |
| ✧ Confirm Navigator Responsibilities | Lisa, Kerry
<i>(Recommendations)</i> |
| ✧ Confirm Leader Expectations | Lisa, Kerry
<i>(Recommendations)</i> |
| ✧ Confirm Support Group Roles | John, Steve
<i>(Recommendations)</i> |
| ✧ Identify Navigators to partner-present Team Ldr Training | Erica |
| ✧ Define ‘basic’ Key Metric program outline | Open Discussion |
| ✧ Task Team “thank you” luncheon | Navigators w/
Task Team |



Navigators

Notes from 12/7 Meeting

Future Action Items:

Champions: Target Date:

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|--|-------------|
| ◆ Define Flexible Workforce | Navigators |
| ◆ Create an Inventory Control Policy for Work Cell | Rick K. |
| ◆ Identify Cell/Team Training Matrix | Erica, Lisa |
| ◆ Evaluate Human Performance Form | Lisa, Jack |
| ◆ Coordinate NWT Kick-off Event | Navigators |
| ◆ Define Support Groups Training plan | Navigators |
| ◆ Identify future roles for the Task Team | Navigators |