



Aussie Cup Team Competition Submission Kit

Continuous Improvement Forum 2016

Wed 17 & Thurs 18 August

Bankstown Sports Club Conference

Centre – Sydney NSW

Introduction

Recognise, Inspire & Motivate your people by entering your improvement teams into the *2016 Aussie Cup Team Competition*.

Commenced in 1998, so far **62 teams** have presented at our Forums and been *recognised for their achievements* returning to their workplaces inspired and motivated to further progress their Improvement Journeys.

The CTPM Team Competition provides an ideal opportunity for sites or departments to showcase their improvement activity through the achievements of their teams.

By being involved in the competition, teams are able to:

- demonstrate the contribution that they have made to their organisation and their own personal development;
- reflect and share their lessons learnt; and
- benchmark their own improvement processes against those of other teams from other companies / sites.

The competition encourages participation in on-going Continuous Improvement and increases the understanding of TPM & Lean / CI within the workforce.

Many sites find that participation by their personnel in the Competition is followed by increased enthusiasm and acceleration in on-site improvement activities.

All improvement teams of 4-8 people who have worked together for say 5% of their normal work time (2 hours a week) on improvement over 2-3 months are eligible to enter the competition.

Types of teams eligible for entry

The following are examples of teams that can enter the competition.

Cross-functional Team Improvement Activity

- Equipment & Process Improvement
- Process Improvement
- Set-up Time / Changeover Time Reduction
- New Equipment Management
- New Area Management
- New Process Management
- Maintenance Improvement
- Support Department Improvement
- Education & Training – Base Skills
- People Support Systems

Area Based Team Improvement Activity

- Work Area Management / 5S
- Operator Equipment Management / Autonomous Maintenance
- Workplace Management

Above are examples only, there are many other types of teams which may also be eligible.

Please contact your local CTPM CI Specialist for guidance.

Eligibility of Team Members

Team members can be from any level of the organisation (eg shopfloor to manager), however in the spirit of promoting on-going continuous improvement activity by all personnel as part of their normal work, **Improvement Co-ordinators** (eg CI Co-ordinator) or anyone else who has facilitated or mentored the team **cannot** be a nominated team member or present with the team (they can however assist a team with props, slide presentation etc if required)

Key Diary Dates

Friday 10 June 2016	Team Nominations Due
Friday 8 July 2016	Entry submission Due
Friday 22 July 2016	Notification of Finalist Teams by CTPM
Friday 10 August 2016	Team Presentation Due
Wednesday 17 August 2016 (Day 1 of CTPM Forum)	Team Presentation at Forum

Team Competition Process

Those wishing to participate in the Team Competition must advise CTPM of their intent to enter. Team Nominations (*Form I – see page 7*) are due by Friday, 10 June 2016.

Once you have nominated your team as an entrant, an entry submission is due to be received by CTPM for assessment no later than Friday, 8 July 2016.

A Submission Checklist (*Form II – see page 8*) and Team Submission Marking Guidelines (*see pages 10 and 11*) have been provided to assist you in completing your submission.

Submissions will be assessed by at least 2 independent CTPM CI Specialists. Based on the results of the submission assessments, 4 finalist teams will be invited to present at the CTPM Forum (Day 1 – Battle of the Improvement Teams).

Each of the invited teams will be required to give a 25-minute presentation followed by a 5-minute question time.

The finalist teams will be judged by a panel of 1 independent CTPM CI Specialist and 3 experienced (and independent) company CI Leaders / Instructors. (Scoring weight: Submission 20%, Panel of Judges 80%)

Teams are required to attend the Gala Celebration Dinner held that evening where all teams will be recognised and the winning team announced.

There is no fee to submit a team in the competition for evaluation to be a finalist (top 4), however if selected as one of the 4 finalist teams there is a modest team entry fee of **\$2,000 + GST** to help cover catering costs at the Forum including the Gala Dinner. This fee includes entry for up to 8 presenting team members to the Forum for both days (Day 1 & Day 2) and the Gala Celebration Dinner.

Please Note: Additional team costs, such as transport to the forum, accommodation, and additional meals, are not included in the entry price.

Each finalist team participant (max of 8) will receive an Aussie Cup Team Competition T-shirt which **must be worn during the team presentation**.

A team trophy will be presented to the winning team, and runners-up will receive a plaque. All finalist team members will receive a Finalist Team Member certificate.

Attendance Requirements

Cross-functional Team

Finalist Cross-functional Teams are encouraged to have 100% team member attendance (up to 8 people) at the Forum during their team presentation.

Area Based Team

We acknowledge that it may be difficult for the entire Area Based Team to attend the Forum to present due to line production requirements etc.

Therefore finalists Area Based Teams are encouraged to have at least 50% team member attendance at the Forum during their team presentation.

Please Note: Score penalties will apply if nominated team members are not present for the presentation, with the exception of special circumstances.

We're here to help!

Please feel free to contact your local CTPM CI Specialist or CTPM Head Office on +61 2 4226 6184 should you require clarification on any of the details contained in this Kit or have any questions regarding the Team Competition.

Frequently Asked Questions

<i>How should I complete my submission?</i>	The way that you present your submission is up to you. Remember that the submission panel will be using the assessment criteria to judge each entry, so the easier you make it for the panel to find each element, the more likely your submission will be successful. Headings are a good idea.
<i>Can I enter a team that has been entered previously?</i>	You can enter the same team provided that the entry is for a <i>different activity</i> . For instance, an Area Based Team that had previously been entered for Work Area Management / 5S can be entered for Operator Equipment Management / Autonomous Maintenance activity. Similarly, a Cross-functional Team with essentially the same members can be entered again provided that the activity is sufficiently different (eg: Equipment & Process Improvement activity compared with Set-up Time / Changeover Time Reduction activity).
<i>How current should the team activity be?</i>	The team should have been operating within the 12 months prior to the application date – ie: sometime between 1 June 2015 and 1 June 2016. You can enter a submission for teams that will be finished by the submission date.
<i>Can the Improvement Co-ordinator be included as part of the team?</i>	No, the Improvement Co-ordinator cannot be included as part of the team entry and is not included as part of the entry fee. The Improvement Co-ordinator can provide technical support during the presentation (eg: moving slides, assisting with set up, etc) but may not be on stage.
<i>Can support people be included as part of the team?</i>	For Area Based Teams support people and the nominated Leadership Team Mentor can not be part of the team presentation unless they have acted as a full team member and attended 75% of team meetings and activities. At all times, the number of team members must exceed the number of support people / mentors attending. Support people cannot be included as part of Cross-functional Teams.
<i>We can't get all of our team members to the Forum presentation – does this matter?</i>	If a team member cannot make it to the Forum presentation then they should have a valid reason. Examples of valid reasons include having left the company, significant illness, or extended planned leave. Shift rosters, alternate duties, or changed position would not normally be considered valid reasons. For the Area Based Team competition it is not necessary for all team members to attend if production requirements dictate. Teams are strongly encouraged to involve all team members to demonstrate the effectiveness of their team processes.
<i>Our submission / presentation contain confidential company information. How can we enter?</i>	Speak with your CTPM CI Specialist on the best way to proceed with your entry. Your submission is strictly confidential and this forms the basis for your entry into the competition. When preparing your team presentation, you may need to express improvement in terms of a percentage to maintain confidentiality in a public arena. Your CI Specialist can assist with this.
<i>Can our CI Specialist help with preparing our submission?</i>	Your CI Specialist cannot assist with the preparation of your submission, but they can help by answering technical questions regarding the submission process. Please refer to the assessment criteria for a detailed understanding of what is required for your submission to be considered successful.

Form I: 2016 Team Nomination

Please complete and return to CTPM no later than: Friday, 10 June 2016

Email: nelson.rodriques@ctpm.org.au

Submission Category

- ☐ Cross-functional Team Competition Entry
☐ Area Based Team Competition Entry

Team Information

Team Name: _____

Focus of Improvement Team: _____

No. of Team Members: _____

Team Facilitator: _____

Avg Meeting Time: _____ Frequency of Meetings: _____ Life of Team: _____

Key Contact Information

Improvement Co-ordinator: _____

Mobile: _____

Phone: _____

Email: _____

Key Team Contact:
if not as above: _____

Mobile: _____

Phone: _____

Email: _____

Company Background Information

Company Name: _____

Site Location: _____

Total No. Personnel on site: _____

Form II: Submission Checklist

Submission Details

Team Name: _____

Company Name: _____

Site Location: _____

Improvement Co-ordinator / Contact Person: _____

Cross-functional Teams

Please ensure that all of the following material has been included in the submission

- ☐ Nomination Form (Form I)
- ☐ Team Information Sheet (Form III)
- ☐ Copy of team's final presentation (PowerPoint, video, photographs)
- ☐ Photographs of team Noticeboard and Scoreboard
- ☐ Detailed hard copy submission addressing appropriate criteria with clearly numbered pages
- ☐ Soft copy on CD or USD of all documents if files too large to email

Area Based Teams

Please ensure that all of the following material has been included in the submission

- ☐ Nomination Form (Form I)
- ☐ Team Information Sheet (Form III)
- ☐ Copy of team's final presentation (PowerPoint, video, photographs of flip charts or boards used)
- ☐ Photographs of team Noticeboard and Scoreboard
- ☐ Detailed hard copy submission addressing appropriate criteria with clearly numbered pages
- ☐ Soft copy on CD or USD of all documents if files are too large to email

***NB: This checklist must be completed for each entry
and attached to the front of the submission***

Form III: Team Information Sheet

Team Name:				Type of Team:	
Department / Area / Line:					
Kick-off date:				Final Presentation Date:	
Team Mandate:					
Team Boundaries:		Physical:			
		Technology:			
		Resources:			
		Financial:			
Team Members:	Role at Site (eg Area Supervisor)	Name (eg Joan Bloggs)		Team Role (eg Team Leader, History Sheet etc)	
Improvement Co-ordinator:					
Tangible Achievements: <i>e.g. Baseline and Achievements for OEE, Lead Time, Goal Aligned Performance Measures, Rating Sheets, Assessment Sheets etc.</i>					
Intangible Achievements: <i>e.g. Impact on Team Members, Work Area, Support Staff etc.</i>					
Key Learning: <i>e.g. Taken from Team History Sheet and Mid-way / Final Presentations</i>					
Submission Date:			Completed by:		

Team Submission Marking Guidelines

Cross-functional Team

Cross-functional Team Criteria	Points Allocated
Methodology Followed <ul style="list-style-type: none"> Steps consistent with relevant Improvement Activity Methodology Team followed a logical process Evidence of involvement of all team members Good attendance Good adherence to schedule 	10
Analysis & Activities Completed (where appropriate) <ul style="list-style-type: none"> Baseline of Current Situation High Level Process Flow Map outlining potential variables Detailed Loss / Waste / Lead Time Analysis Operator Survey / Focus Groups to gain feedback from all in area Knowledge Base Analysis to identify documents supporting Quality Observations 	10
Use of correct CI tools (where appropriate) <ul style="list-style-type: none"> Process Flow Chart Pareto Charts Cause & Effect Diagram Why - Why Diagram Improvement Sheets 	5
Tangible Achievements (where applicable) <ul style="list-style-type: none"> OEE / Lead Time Reduction Improvement Specific Loss / Waste Improvement Impact on Goal Aligned Performance Measures such as Safety, Quality, Delivery, Capacity, Productivity, Cost etc 	15
Intangible Achievements <ul style="list-style-type: none"> Safer Workplace Engagement and involvement through briefings, surveys etc Frustrations addressed Interdepartmental co-operation Capturing and sharing of knowledge 	10
Lessons Learnt <ul style="list-style-type: none"> History Sheet reflections Use of lessons learnt in Mid-way and Final Presentations Sharing of learning 	15
Locking in the Gains <ul style="list-style-type: none"> Actions to hold gains Evidence of gains held Improvement Sheets completed 	10
Communication <ul style="list-style-type: none"> How did they keep everyone else in their area and at the site informed of their progress and achievements? How did they share their achievements and learnings with the rest of the company? Effectiveness of weekly briefings to everyone in the area in front of the team's Noticeboard and Scoreboard 	10
Submission organisation and presentation <ul style="list-style-type: none"> Company Background Information Team Information Sheet Team's Submission <ul style="list-style-type: none"> Logical flow Use of Photographs, Diagrams, Charts, Tables etc 	15
TOTAL	100

Team Submission Marking Guidelines

Area Based Team

Area Based Team Criteria	Points Allocated
Methodology Followed <ul style="list-style-type: none"> Steps consistent with relevant Improvement Methodology Team followed a logical process Evidence of involvement of all team members Good attendance Good adherence to schedule 	10
Analysis & Activities Completed (where appropriate) <ul style="list-style-type: none"> Baseline / Stake in the Ground Established Regular Clear Up / Clean for Inspection activities Standards established and signed off by all Evidence of Root Cause Analysis conducted where appropriate Effective Defect Management Process (if appropriate) Effective use of Team Assessment Sheets 	15
Area & Equipment Impact <ul style="list-style-type: none"> Before and after photos Visual impact on area (WAM / 5S) / equipment (OEM / Autonomous Maintenance) Use of TPM & Lean / CI tools i.e. <ul style="list-style-type: none"> Improvement Sheets Checklists Standards & Procedures Procedures One Point Lessons Impact on OEE and Goal Aligned Performance Measures 	15
Team Impact <ul style="list-style-type: none"> Personal development of team members New work practices implemented Monitoring results and actions Team Skills Self Assessment Team Assessment Sheets Result 	10
Lessons Learnt <ul style="list-style-type: none"> Record of lessons learnt (History Sheet, Mid-way & Final Presentations) How these lessons were applied 	15
Locking in the Gains <ul style="list-style-type: none"> Evidence of sustaining the gains Regime implemented of regular Monitoring and Assessments 	10
Communication <ul style="list-style-type: none"> How did they keep everyone else in their area and at the site informed of their progress and achievements? How did they share their achievements and learning with the rest of the company? Effectiveness of Noticeboard / Scoreboard 	10
Submission Organisation and Presentation <ul style="list-style-type: none"> Company Background Information Team Information Sheet Team's Submission <ul style="list-style-type: none"> Logical flow Use of Photographs, Diagrams, Charts, Tables etc 	15
TOTAL	100