



## DEPLOYMENT PLANNING WORKBOOK

### 1.0 Review of Business Mission

Review of Mission Statement_____	1.1
Short Term Goals and Objectives_____	1.2
Long-Term Goals and Objectives_____	1.3
Internal and External Benchmarking_____	1.4
Opportunities & Concerns_____	1.5
Workshop: Framing - "Re-mapping our World"_____	1.6
Validation of Opportunities & Concerns_____	1.7

### 2.0 Six Sigma Vision (Customer\C-uality\Cycle\Cost)

#### Short-Term Goals (12-24 months):

Business Unit Focus_____	2.1
Geographical Focus_____	2.2
Product Focus_____	2.3
Service Focus_____	2.4
Process Focus_____	2.5
Supplier Focus_____	2.6
Profit Focus_____	2.7
"Quick-Hit", "Low-Hanging Fruit" Focus_____	2.8

#### Long-Term Goals (24 months and beyond):

Business Unit Focus_____	2.9
Geographical Focus_____	2.10
Product Focus_____	2.11
Service Focus_____	2.12
Process Focus_____	2.13
Supplier Focus_____	2.14
Profit Focus_____	2.15
"Design" for 6s Opportunities_____	2.16



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### 3.0 Validation of Six Sigma Strategic Alignment

### 4.0 Six Sigma Mission Statement

### 5.0 Organizational Structure Modified for Six Sigma

### 6.0 Resource Commitment & Allocations

Project Requirements - Year 1, Year 2, Year 3, etc_____	6.1
Number of Black Belts_____	6.2
Number of Green Belts_____	6.3
Number of Master Black Belts_____	6.4
Number of Champions_____	6.5
Resource Identification_____	6.6
Finance Support (Project Tracking)_____	6.7
HR Support (Impact of Six Sigma on Organization, Union, etc)_____	6.8

### 7.0 Project Identification, Prioritization, and Assignment

Project Selection Methodology_____	7.1
Approval of Projects_____	7.2
Reporting Mechanism_____	7.3
Sign-Off, Closure, and Hand-off of Projects_____	7.4
Maintaining of Project Gains_____	7.5

### 8.0 Performance Metrics

Project "Funnel" Report_____	8.1
Project Status Reports_____	8.2

### 9.0 Budget and Finance Integration



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### 10.0 Roles & Responsibilities

Senior Leadership_____	10.1
Champions_____	10.2
Master Black Belts_____	10.3
Black Belts_____	10.4
Green Belts_____	10.5
Project Teams_____	10.6
All Employees_____	10.7

### 11.0 Resource Rewards, Incentives, & Recognition

### 12.0 Certification Process for Six Sigma Resources

### 13.0 Supplier Alignment and Integration

### 14.0 Resource Materials & Tools (Preparation and Training)

### 15.0 Change Management

### 16.0 Deployment Communication Plan - Timing & Methodology

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## INTRODUCTION TO DEPLOYMENT PLANNING

Deployment Planning is the most critical exercise in your journey to six sigma performance excellence.

This is where your executive leadership team will translate the strategic vision for six sigma into a tactical plan that will take into consideration every aspect of your organization’s universe.

The e-Zsigma™ Deployment Planning Workshop will take your team, step-by-step, through your organization hierarchy, providing thought-provoking questions and exercises that will assist you in the construction of your own, unique six sigma deployment strategy, transforming our e-Zsigma™ into “My e-Zsigma™”.

There can be no question that your degree of success during actual deployment of a six sigma strategic initiative is directly proportionate to the efforts put forth by your team during the vital activity of Deployment Planning.





## DEPLOYMENT PLANNING REPORT CARD

At the completion of your deployment planning exercise, each participant should be able to respond strongly to each of these questions.

### How strongly do I feel that...

- ✓ Six Sigma will improve our overall business?
- ✓ I know who has to do what jobs over the next 12 months to ensure success?
- ✓ I know what benefits Six Sigma will create for the organization and myself?
- ✓ I know how the company & I will measure the success of Six Sigma?
- ✓ the "Plan" is aligned with company goals?
- ✓ Six Sigma is superior to initiatives of the past?
- ✓ the incentive and recognition programs are aligned to ensure success?
- ✓ the right people have been assigned the right responsibilities?
- ✓ I know what resources (people, I/S, admin/finance) I have to personally commit?
- ✓ the right people with the right level of authority have participated in this planning?
- ✓ There is a good Awareness Plan in place to communicate this program throughout organization?
- ✓ The time that I have spent in this planning session has been personally worthwhile?
- ✓ I know where the most resistance to this program will be found within my area of responsibility?
- ✓ This deployment plan addresses that resistance.

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## **HOW TO USE THIS WORKBOOK**

The sections of this workbook have been prepared in a logical sequence that allows the participants to build their tactical plan for six sigma deployment. The ultimate goal is for complete alignment of the six sigma strategic initiative with that of the strategic plans of the organization as a whole, both short-term and long-term.

While some exercises are quite brief, others will require considerably more time and effort to complete. Your team should only move onto the next section when they are reasonably satisfied that all factors and information related to a topic have been evaluated for impact, and specific actions or procedures have been established.

*Note: Your assigned <sup>TM</sup> Deployment Specialist's role is to provide insight into the topics covered in your Deployment Planning Exercise, and to facilitate the overall process. While they can and will proactively provide advise in the course of your investigations, their role remains that of "enabler". Ultimately, decisions and courses of action for your deployment strategy will be made and will belong solely to your executive leadership team.*

At the completion of phase one of your Deployment Planning Workshop, you will have successfully reviewed all sections of this workbook, and will be prepared to complete each section independently. Once this individual assignment has been completed, (two to three weeks later), your team will reconvene to integrate results and finalize your organization's formal Deployment Plan.

### **1.0 REVIEW OF BUSINESS MISSION**

#### **1.1 Review of Mission Statement**

To begin the alignment process of your six sigma strategic initiative with that of the strategic mission of the organization, a review of your organization's Mission/Vision Statement is required.

Keep this Statement close at hand throughout your Deployment Planning exercise as a reference for validating discussions as well as any decisions that will be taken.