

Team Standardization Tool

Overview

What and Why

Team standardization enables the team to do essential things the same way every time. This helps to eliminate waste and ensure sustained success. Once the team finds the best way to do something, the team should standardize that method so that it is done consistently every time until a new better way is discovered.

How

The following key actions can help your team to standardize essential team work.

1. Use the Team Standardization Model to help your team learn the concept of standardization and discuss why team standards would be helpful to the team.
2. Use the Team Standardization Discussion Worksheet to help your team discuss how to best develop team standards for your team.
3. Lead your team in developing team standards and then operating to those consistently.



Team Standardization Model



G = Goal

P = Plan

D = Do

C = Check

A = Act

S = Standardize



Team Standardization

Discussion Worksheet

TEAM STANDARDIZATION DISCUSSION

Discuss as a team how to establish and standardize best practices that help to ensure team success.

TEAM DISCUSSION

Here are a few questions to consider when discussing team standardization.

- What does standardization mean for our team?
- What is our vision of success?
- What are the most essential team practices or processes that we should standardize?
- What should be our basic process for standardizing essential practices and tasks?
- What are the SMART Goals (G) that are most essential to our success?
- What will be our specific Plan (P) for accomplishing each goal?
- How can we best Do (D) what is on our plan? How will we coordinate and support each other?
- How will we Check (C) progress toward the plan?
- How will we Act (A) to address obstacles and opportunities that arise?

TEAM NOTES

Notes

Ideas and Inspiration
