

Color Code Key

Start Delayed

On Target

Struggling

No Action

Task Completed

Task to Extend to Longer Term Goals

Future

Ahead of Schedule

Potable Water Project Team / Project Plan - November 2010

Project Goals

TASK/ACTIVITY	TASK OWNER(S)	PARTICIPANTS	December				January				EXPECTED RESULTS	COMMENTS	
			Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4			
Task 1. Project Implementation													
Schedule Bi-weekly Meetings	Drew Kukucka	PW Lean Team	complete	complete		on target	future				Keep team focused and on track of deliverables		
Formalize internal policy creating time to work on LEAN	Drew Kukucka	Rob Bell, Jan Czczotka	on target										
Task 2. Develop SOPs													
Develop procedure for confirmatory sampling of contaminated wells	Bill Warzecha	PW Lean Team	struggling								Increase efficiency of installing filter systems on impacted properties	Not started. Will work on shortly incorporating information from MaryAnne's protocols if applicable	
Eliminate approval loops (OCSRd)/develop new (email) form for approval copying Cost Recovery	Rob Bell	MaryAnne Danyluk, Betsey Wingfield, Mark DeCaprio, Nancy Schweizer	on target	on target	struggling	struggling					Increase efficiency of installing filter systems on impacted properties	In progress. Meetings/discussions with parties involved. Looking into clarification on Funding source. MaryAnne to assist on drafting approval memo/form once policy is refined.	
Protocol for Ordering Bottled Water/When to-When Not Generate New BW Order Form	Kevin Neary/Carl Gruszczak/MaryAnne	PW Lean Team	ahead of schedule				future				Create consistency within Remediation speeding up bottled water requests	Consolidate Bottled Water Guidance into one document. Kevin to circulate process for bottled water add/delete	
Develop procedure for streamlining filter procurement READY FOR REVIEW!!!	Mike Senyk	PW Lean Team	on target								Increase efficiency of installing filter systems on impacted properties	Once team okays, meet with contractors for comments/feedback	
Develop procedure for determining target analytes/appropriate sample frequency	Mike Senyk	Bill Warzecha						future			Decrease overproduction of sampling	Not started. Develop guidance on what to consider when determining what analytes to sample for . Same for sampling frequency...	
Define Roles for DEP/DPH (incorporate protocol for determining when DEP lead and to defer to DPH or other)	Carl Gruszczak	DPH, Rob Bell, Bill Warzecha	start delayed						future		Decrease duplication of efforts by multiple state agencies	email exchange. Planning meeting in January to disuss/define roles between agencies. May need to push off until we define DEP role under 471 (see 6month goals)	
Create electronic flow chart of VSM	Kevin Neary	Drew Kukucka	completed							finalized		Done! Kevin to post near ELUR VSM along with Implementation plan and KPIs. Email to division soliciting comments/feedback.	
Clarification of Overlap between 22a-6u and 471	Rob Bell	Ken Feathers					future					Rob to dicuss with Ken on when notifications under 6u may become projects under 471	
Task 3. Process Improvements													
Ice Machine & Sample Refrigerator (Gladiator)	Scott Wing	Teddy Brightwell, Bldg Management			start delayed		future				Speed up gather equipment and sample time	task Ted and Scott to develop system that best works for them and alleviates need to go to Windsor	
Park Sample Vehicles Close to Starting Locations (Ted)	Teddy Brightwell	Chris Lacas, Lynn Tobin			start		future				Speed up gather equipment and sample time		
Obtain Digital Copy of DPH Lab Forms & Labels	Lynn Olson-Teodoro	Jack Bennett, Jeff Curran		start delayed							Speed up gather equipment and sample time	Forms changing soon, so waiting on lab for new forms in February. They are aware and will send us copies. Moved to 6 month goals. Lynn to follow up with lab.	
Task 4. Outreach													
Develop phone calls with residents - interview form/questionnaire (Ken has HazNot form)	Bill Warzecha	PW Lean Team	struggling								Decrease the need to recontact resident and standardize information request		
Develop information sheet for homeowners READY FOR REVIEW!!!	Lynn Olson-Teodoro	PW Lean Team	on target								Speed up sampling time		
Task 5. Develop Sustainable Database Tracking System													
Develop template for resident result letters	MaryAnne Danyluk	PW Lean Team	on target								Eliminate managers review loop decreasing time to mail letter		
Develop New Record Input form for contaminated well list (Phase I)	Kevin Neary	Dave Madsen			future						Eliminate multiple database currently in use and help track KPIs		
5-S Project - Phase 1 (contaminated wells) Finish update	Remediation Staff	Kevin Neary	on target								Eliminate multiple database currently in use and help track KPIs		