



California Team Excellence Award Evaluation Criteria

1. Project Selection and Purpose (9 items @ 3 points = 27 points possible)

1A. Explain the methods used to choose the project.

(Provide specific examples of techniques and data used.)

- a. Describe the types of data and quality tools used to select the project, and why they were used.
- b. Explain the reasons why the project was selected.
- c. Describe the involvement of potential stakeholders in project selection.

1B. Explain how the project supports/aligns with the organization's goals/ performance measures and/or strategies.

- a. Identify the affected organizational goals/ performance measures and/or strategies.
- b. Identify the types of impact the project will have on each goal/performance measure.
- c. Identify the degree of impact the project will have on each goal/performance measure and how this was determined.

1C. Identify the potential stakeholders (those impacted by the project) and explain how they may be impacted by the project.

- a. Identify the affected internal and external stakeholders and explain how they were identified.
- b. Identify the types of potential impact on stakeholders and explain how these were determined.
- c. Identify the degree of potential impact on stakeholders and explain how these were determined.

2. Current Situation Analysis (6 items @ 4.5 points = 27 points possible)

2A. Explain the approach/ process the team used to identify the potential root cause(s).

- a. Describe the methods and tools used to identify possible root cause(s).
- b. Describe the team's analysis of data to identify possible root causes.
- c. Describe how or if any of the stakeholders were involved in identifying the root cause(s).

2B. Describe how the team analyzed information to identify the final root cause(s). (Include any appropriate validation.)

- a. Describe the methods and tools used to identify the final root cause(s).
- b. Describe the team's analysis of data to select the final root cause(s).
- c. Identify the root cause(s) and explain how the team validated the final root cause(s).

3. Solution Development (9 items @ 3 points = 27 points possible)

3A. Explain the methods used to identify the possible solutions.

- a. Describe the methods and tools used to develop possible solution(s).
- b. Describe the team's analysis of data to develop possible solution(s).
- c. Indicate the criteria the team decided to use in selecting the final solution(s).

3B. Explain how the final solution(s) was/were determined.

- a. Describe the methods, and tools used by the team to select the final solution(s).
- b. Describe the team's analysis of data to select the final solution.
- c. Describe the involvement of stakeholders in the selection of the final solution(s).

3C. Explain the final solution(s) validation and benefits expected to be realized by implementing the team's solution(s).

- a. Describe the final solution(s) and explain how the team validated the final solution(s).
- b. Indicate the types of tangible and intangible benefits that are expected to be realized by implementing the team's solution(s).
- c. Explain how the team used data to justify the implementation of the team's solutions.

4. Project Implementation and Results (9 items @ 3 points = 27 points possible)

4A. Explain how buy-in/agreement was achieved for implementation.

- a. Indicate the types of internal and external (if applicable) stakeholder involvement in implementation.
- b. Describe how various types of resistance were identified and addressed.
- c. Explain how stakeholder buy-in was ensured.

4B. Explain the approach used by the team to implement its solution(s) and to ensure the results.

- a. Describe the plan developed by the team to implement its solution(s).
- b. Describe the procedure, system, or other changes that were made to implement the solution and to sustain the results.
- c. Describe the creation and installation of a system for measuring and sustaining results.

4C. Describe the results achieved.

- a. Indicate the types of tangible and intangible results that were realized.
- b. Explain how the project's results link with the organization's goals, performance measures, and/or strategies.
- c. Explain how results were shared with stakeholders.

5. Team Management and Project Presentation (4 items @ 4.5 points = 18 points possible)

5A. Explain how the team members were selected and how they were involved throughout the project.

5B. Explain how the team was prepared to work together in addressing the project.

5C. Explain how the team managed its performance to ensure it was effective as a team.

5D. The team will also be judged on the clarity and organization of its presentation.