STRUCTURED IMPROVEMENT MEETING MATRIX

Project Objective: Improve OEE by 15% in 6 months (so that we can eliminate $650,000/yr contract manufacturing)

	Meeting Details	Purpose How does this meeting support the project objective?	Attendees Who is essential for this meeting?	Information Which reports and information are needed to make decisions?	Decisions Which decisions should be made in this meeting?	Escalation Which conditions should be escalated out of this meeting?
Strategic	**Vision and Objectives** Owner: Production Director Frequency: Monthly Duration: 60 min	Identify and track progress with the core projects that will deliver a 15% OEE increase in 6 months.	• Production Director • Plant Manager • Continuous Improvement Lead • Shift Manager	• OEE Trend by process by week • OEE Loss Trend by process by week • Top Losses by process last month	• Are we working on the right projects? • How do we improve our rate of progress? • Which 'wins' should we celebrate and copy?	• Capital purchases >$20,000 • Hiring decisions • Disciplinary decisions
	Weekly Improvement Owner: Production Manager Frequency: Weekly Duration: 30 min	Allocate resources and schedule time to ensure that improvement projects make excellent progress over the next week.	• Production Manager • Engineering Manager • Shift Supervisors • Continuous Improvement Lead	• OEE Trend by process by week • OEE Loss Trend by process by week • Top Losses by process last week • Current Improvement Project Status	• Do we have any emerging or chronic issues to be fixed? • Which improvement projects need additional focus? • What can we do to deliver improvement projects this week?	• Capital purchases >$5,000 • RCA investigation for any issue that cost more than 4hr that does not have a "100yr" fix.
Tactical	**Production Meeting** Owner: Production Manager Frequency: Daily Duration: 30 min	Agree actions to deliver the production schedule and improvement projects for today, and close outstanding issues from yesterday.	• Production Manager • Shift Supervisors • Continuous Improvement Lead • Production Scheduler	• Production losses yesterday • Production schedule today • Maintenance plan this week	• Which issues from yesterday need to be escalated for a fix? • What opportune time for improvements do we have today? • How will we advance our improvement project today?	• Engineering: Any issue that cost more than 2hr in the last day • Any action that's uncompleted for 2 days • CI: Any changeover longer than target time • Materials: Any part shortages
	Shift Handover Owner: Shift Supervisor Frequency: Every Shift Duration: 15 min	Brief incoming shift supervisor on potential issues and improvement opportunities likely to arise in the next shift.	• Shift Supervisors • Shift Engineers • Continuous Improvement Lead • Lead Operator	• Loss analysis last shift • Production schedule today • Maintenance plan this week	• Which issues from the last shift are likely to affect the next shift? • What planned events can be optimized in the next shift? • How should the next shift improve productivity?	• Engineering: Any machine issue cost >30min in the last shift • Materials: Any parts shortage • Quality: More than 1% rejects
Operational	**Short Interval Control** Owner: Shift Supervisor Frequency: Two Hours Duration: 5 min - 10 min	Brief the operator and engineering support on focus areas for the next two hours.	• Shift Supervisor • Engineer • Operator	• Real time production losses • Production schedule • Maintenance activities today	• What should my team focus on in the next two hours?	• Engineering: Currently open down time • Materials: Any parts shortage • Quality: More than 1% rejects