



LEAN SIX SIGMA PROJECT REGISTRATION GUIDE

PROGRAM DESCRIPTION

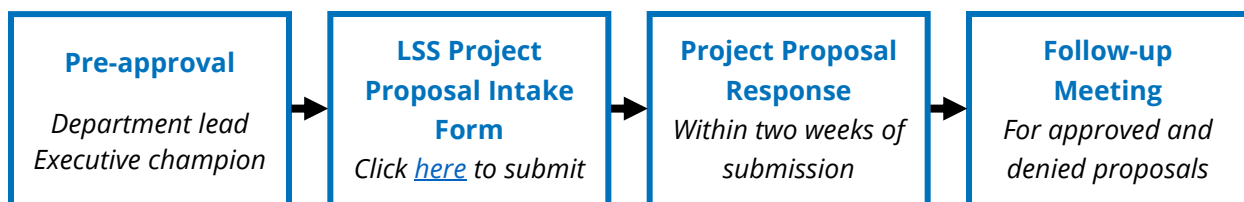
NEOMED is committed to empowering our people to achieve operational excellence at all levels of university life and culture. By pursuing a Lean Six Sigma project, employees will be provided project tool templates and access to certified mentors from the Strategy Office Operational Excellence team for project mentorship and consultation.

PROJECT REQUIREMENTS

For LSS project eligibility for the Employee Incentive Bonus Plan, the following requirements must be met:

1. **LSS Certification-** Team members must be certified through the NEOMED LSS Yellow Belt program.
2. **LSS Methodology-** Projects must adhere to the requirements and utilize tools and templates of the NEOMED Lean Six Sigma program.
3. **LSS Project Scope-** Improvement project must target process waste and/or variation reduction within a *reasonable sphere of influence of the project team*.
4. **Support-** Projects must have the support of an executive-level champion and sponsorship of a department lead.
5. **Approvals-** As a pre-requisite to project launch, projects must be approved by the Operational Excellence team.
6. **Project Impact-** Projects must demonstrate measurable impact to a department, division, and/or the University.
7. **Project Presentation-** Team members must present project results and impact to their Sponsor, Champion, Operational Excellence mentors, Strategy Office representative(s), and other relevant stakeholders as requested.

STEPS TO REGISTER



CONTACT INFORMATION

For additional information related to submitting an LSS Project Proposal, please contact the Operational Excellence Team at LSS@neomed.edu.