

The Arizona Management System



Agenda

#	Topic
1	Our History of Collaboration between GTO and Results Washington
2	Overview of AMS
3	Visual Management
4	Tiered Huddles
5	Basic Problem Solving
6	Other Wins
7	Challenges
8	Q&A



About me



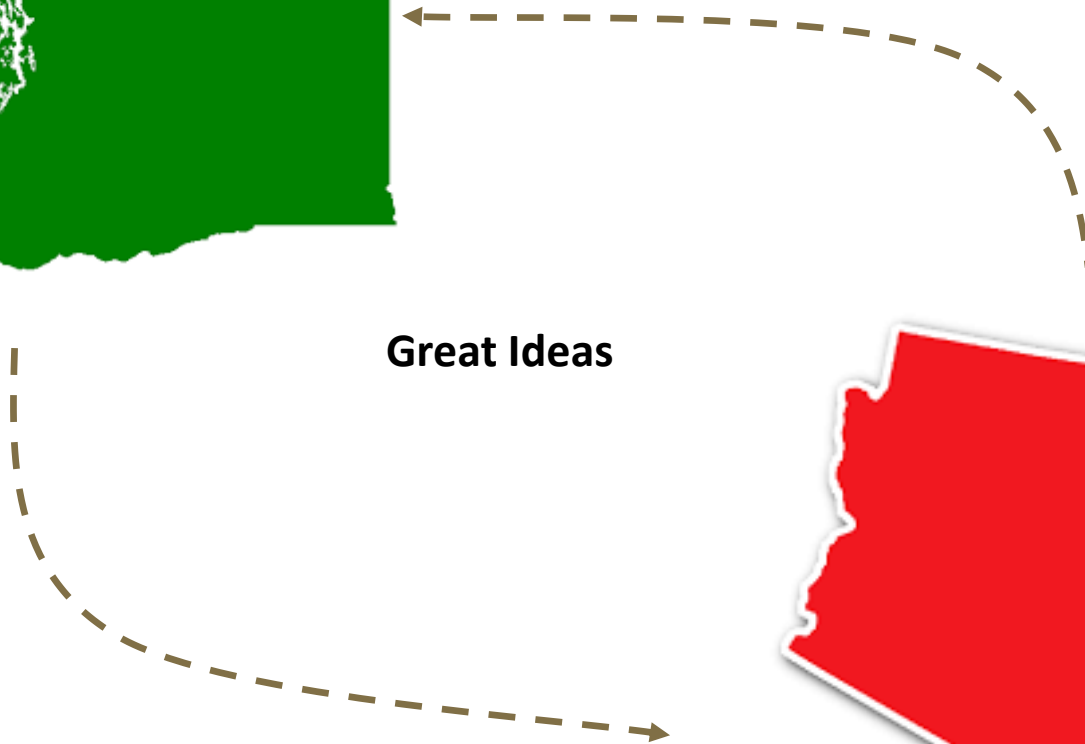
JPMorganChase 



A History of Collaboration



Great Ideas



Game Changer

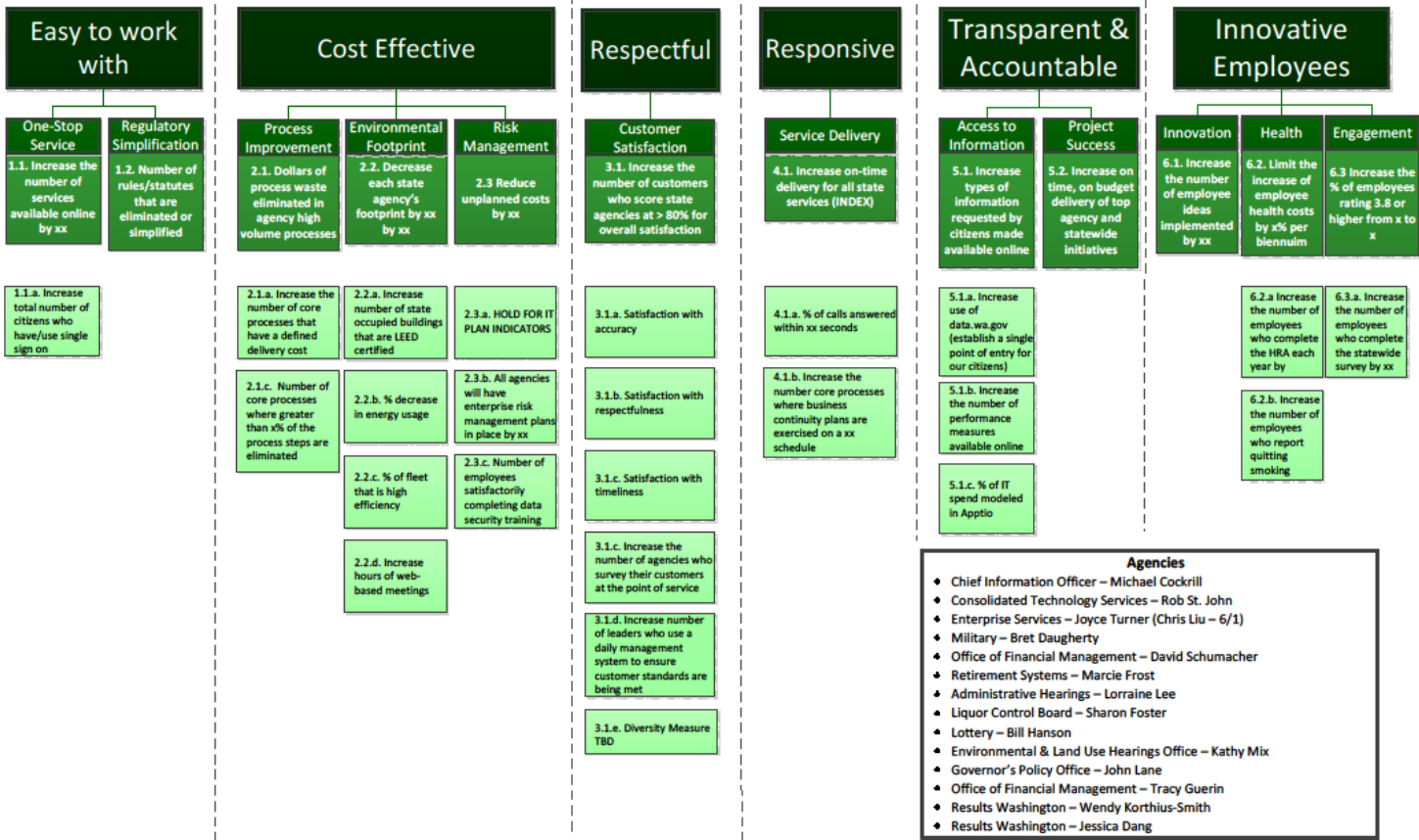


Goal 5: Effective, Efficient and Accountable Government

Goal Topic

Sub Topic
Outcome Measure

Leading Indicators



ARIZONA

OPPORTUNITY FOR ALL



Governor Doug Ducey

MISSION
We will serve, protect, promote and defend the State of Arizona and its citizens in their pursuit of a better life.

SHARED VISION

CORE VALUES
• Do the Right Thing
• Commit to Excellence
• Care About One Another



LEADERSHIP
True Leaders Change Things to Make them Better

FOUNDATIONS

KEY GOALS

21st Century Education

Strong, Innovative Economy

Healthy People, Places & Resources

Safe Communities

Efficient & Accountable Government

STATE KEY FUNCTIONS

GOAL COUNCIL CHAIR



Dawn Wallace, Senior Advisor, Education

Sandra Watson, Director, Commerce Authority

Dr. Cara Christ, Director, Health Services

Gilbert Orrantia, Director, Homeland Security

Craig Brown, Director, Administration

AGENCY KEY FUNCTIONS

- Setting and implementing successful best practices in educational policy that foster critical thinking, communication and collaboration
- Creating Arizona standards, assessments, and accountability systems that are meaningful
- Recruiting and retaining quality educational professionals
- Closing the achievement gap for low-income and minority students
- Providing access and choice to high-quality early learning opportunity
- Promoting rigorous pathways to postsecondary education based on each student's interests
- Strengthening the alignment of education outcomes to workforce needs

- Setting economic policy
- Making it easier to do business and embracing "start-up state" positioning
- Developing, retaining, and attracting skilled workers
- Expanding, retaining, and attracting businesses
- Raising Arizona's positive profile nationally and internationally
- Maintain and expand Arizona's critical public assets and infrastructure

- Setting health and natural resource policy
- Promoting active and healthy people
- Conserving resources for multiple benefits
- Ensuring healthy food supply and drinking water
- Protecting air quality
- Ensuring appropriate access to healthcare services
- Ensuring healthy homes and workplaces
- Preserve water supply for future use

- Setting safety policy
- Enforcing laws
- Deterring criminal activity
- Protecting children and families
- Providing law enforcement and fire services
- Managing Corrections
- Mitigating risk through prevention and education
- Promoting safe workplaces
- Coordinating emergency readiness
- Ensuring safe travel

- Planning and reviewing performance
- Improving processes
- Attracting, developing, and retaining talent
- Delivering world-class procurement
- Driving innovative IT solutions
- Optimizing physical assets
- Managing risk
- Balancing the budget

LEAD MEASURES

- Student attendance rates
- Increasing the number of A & B schools
- Improvement of C, D and F schools
- Higher-quality school leadership
- Teacher retention
- Teacher pay
- Students enrolled in college & career preparedness programs
- Postsecondary degrees, certifications & credentials for low-income students
- Education investment

- New company formations
- Housing costs
- New construction permits
- Overnight visitors
- Skilled worker apprenticeships
- Labor force participation
- Public infrastructure investment
- Private sector capital investment
- Tort liability
- Foreign direct investment

- Nursing visits for perinatal high risk
- Teens in pregnancy prevention program
- Physicians using prescription drug monitoring database
- Small drinking water system compliance
- Colorado River water conserved
- Underserved food areas
- Delivery of mental health services
- Hunt/Fish license sales

- Uniform crime report data
- Removal rate of children from unsafe homes
- Children leaving foster care to a permanent home
- Workplace safety
- Emergency response plans
- Wildfire plans
- Former inmate community supervision program completion
- Fire risk to people and places
- Traffic stops
- DUI arrests
- Child seats installed/inspected

- State employees
- Regrettable attrition
- IT performance
- Administrative rules eliminated
- Government spending
- Transactions online
- Speed of service
- Taxpayer satisfaction

Government at the Speed of Business: DECIDE FASTER / RESPOND FASTER / RESOLVE FASTER / MORE SERVICES ONLINE / TAX DOLLARS SAVED

MISSION MEASURES

- EDUCATION OUTCOMES**
- Preschool enrollment
 - 3rd grade reading
 - 8th grade math
 - High school completion
 - College-going
 - Youth enrolled in school or working
 - Postsecondary attainment

- ECONOMIC OUTCOMES**
- Median household income
 - Total personal income
 - Foreign trade
 - Economic diversity
 - Job growth
 - Unemployment
 - Total spending by overnight visitors
 - Tax climate
 - Economic freedom

- HEALTH OUTCOMES**
- Air quality index
 - Lake Mead level
 - Drinking water quality
 - Park & outdoor recreation
 - Mental health
 - Smoking
 - Opioid deaths
 - Teen pregnancy
 - Infant mortality
 - Healthy weight

- PUBLIC SAFETY OUTCOMES**
- Sexual assault evidence collected/kits
 - Juveniles rehabilitated
 - Violent crime
 - Property crime
 - Border strike force seizures
 - Children in out-of-home care
 - Injured workers
 - Traffic fatalities
 - Natural disaster & wildland fire response
 - Acres burned in unwanted wildland fires
 - Recidivism

- IMPROVING GOVERNMENT OUTCOMES**
- Tax Reduction
 - Government savings
 - Credit rating
 - Transparency
 - State debt

BREAKTHROUGHS

• Achieve60AZ

• Workforce Preparedness

• Reducing Opioid Deaths

• Recidivism Reduction
• Foster Care Safe Reduction
• Sexual Assault Kit Testing

• \$100 Million Savings





ARIZONA MANAGEMENT SYSTEM

PERFORMANCE MANAGEMENT

- Goals, Metrics, & Targets: Connecting the Organization
- Business / Performance Reviews
- Visual Management: Performance & Process Adherence
- Tiered Huddles & Huddle Boards

LEADER BEHAVIORS

- Leader Standard Work
- Gemba Walks
- Andon Response
- One-On-One Coaching

PROBLEM SOLVING

- Process Standardization & Standardized Work
- Basic Problem Solving: All Employees
- Intermediate Problem Solving: Managers & Select Employees
- Complex Problem Solving: Continous Improvement Staff

- GOAL** - priority mission outcome an agency seeks to achieve
- METRIC** - the actual score measured at a given point in time
- TARGET** - a measurable item that defines the status of achieving the goal
- BUSINESS / PERFORMANCE REVIEW** - The foundation of the management system, this comprises a review of the agency performance metrics and countermeasures, financials and business breakthrough projects.
- VISUAL MANAGEMENT** - The visual indicators that enable quick, informed assessment of how a process is performing whether standard work is being adhered to and if outcomes are being met.
- TIERED HUDDLES & HUDDLE BOARDS** - Brief daily or weekly meetings performed by teams using visual management to reflect on performance, identify and solve problems and commit to making adjustments. The tiered structure facilitates communication and problem solving at each level of the organization.

- LEADER STANDARD WORK** - The maintenance system for processes and the overall management system. It is the written plan that ensures leaders model AMS behaviors and provide coaching to teams. The plan includes Gemba Walks, Andon Response and One-on-One Coaching.
- GEMBA WALKS** - The personal observation of work by leadership for confirming standardized work and providing coaching.
- ANDON RESPONSE** - The Andon is a communication tool that announces a process problem at the place and time it occurs so that leaders provide support in a timely, effective manner.
- ONE-ON-ONE COACHING** - The regular cadence of discussion between managers and staff for the purpose of developing employees and providing regular feedback.

- STANDARDIZED WORK** - The documented current one best way to perform a process. It is the foundation for the Plan-Do-Check-Act cycle of continuous improvement.
- BASIC PROBLEM SOLVING** - A simple and effective set of problem solving tools that everyone in the organization is expected to apply as problems are surfaced.
- INTERMEDIATE PROBLEM SOLVING** - This builds on the basic problem solving methods with a structured approach to identifying and documenting root causes and potential countermeasures. Problem solving at this level is documented using an A3.
- COMPLEX PROBLEM SOLVING** - Advanced skill sets and tools for breakthrough or high-impact, cross-agency projects involving staff trained in Lean/Six Sigma techniques.



ARIZONA MANAGEMENT SYSTEM

PERFORMANCE MANAGEMENT

Goals, Metrics, & Targets:
Connecting the Organization

Business / Performance
Reviews

Visual Management:
Performance & Process Adherence

Tiered Huddles
& Huddle Boards

- VISUAL MANAGEMENT** - The visual indicators that enable quick, informed assessment of how a process is performing whether standard work is being adhered to and if outcomes are being met.
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LEADER BEHAVIORS

Leader
Standard Work

Gemba
Walks

Andon
Response

One-On-One
Coaching

- BASIC PROBLEM SOLVING** - A simple and effective set of problem solving tools that everyone in the organization is expected to apply as problems are surfaced.

PROBLEM SOLVING

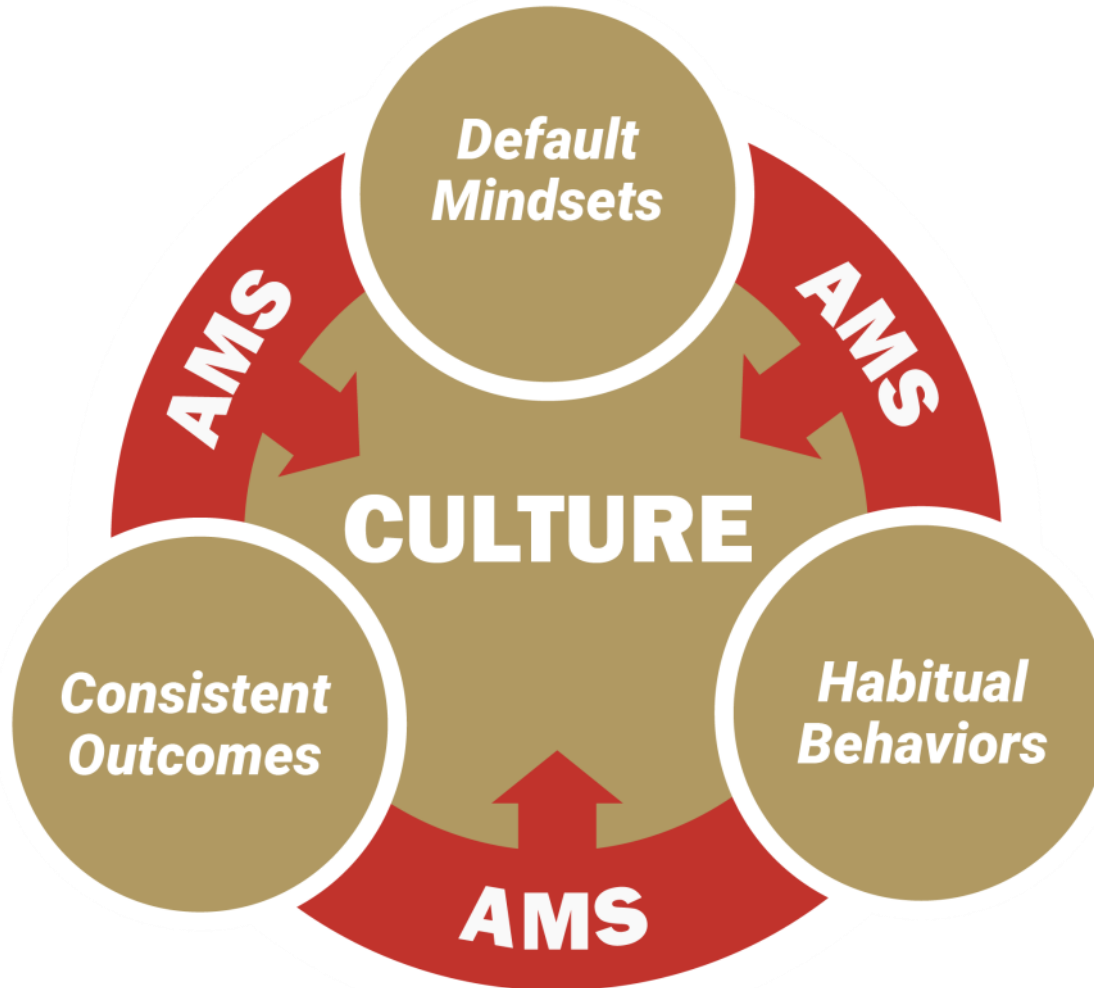
Process Standardization
& Standardized Work

Basic Problem Solving:
All Employees

Intermediate Problem Solving:
Managers & Select Employees

Complex Problem Solving:
Continous Improvement Staff

Anatomy of Culture



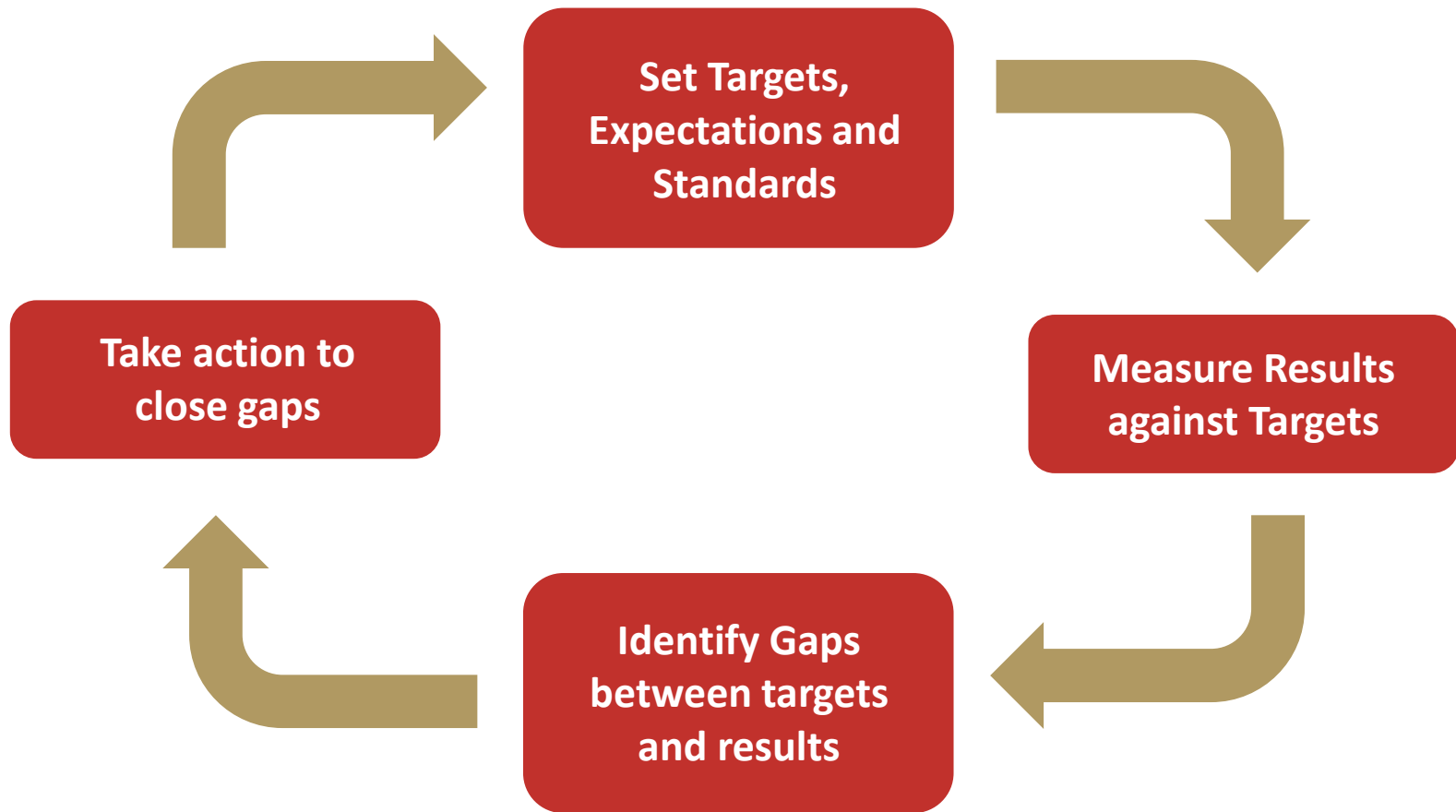
Our Goal in Arizona:

Everyone, every day,
asking:

- How did we do yesterday?
- Where is the waste?
- How can we do better today?

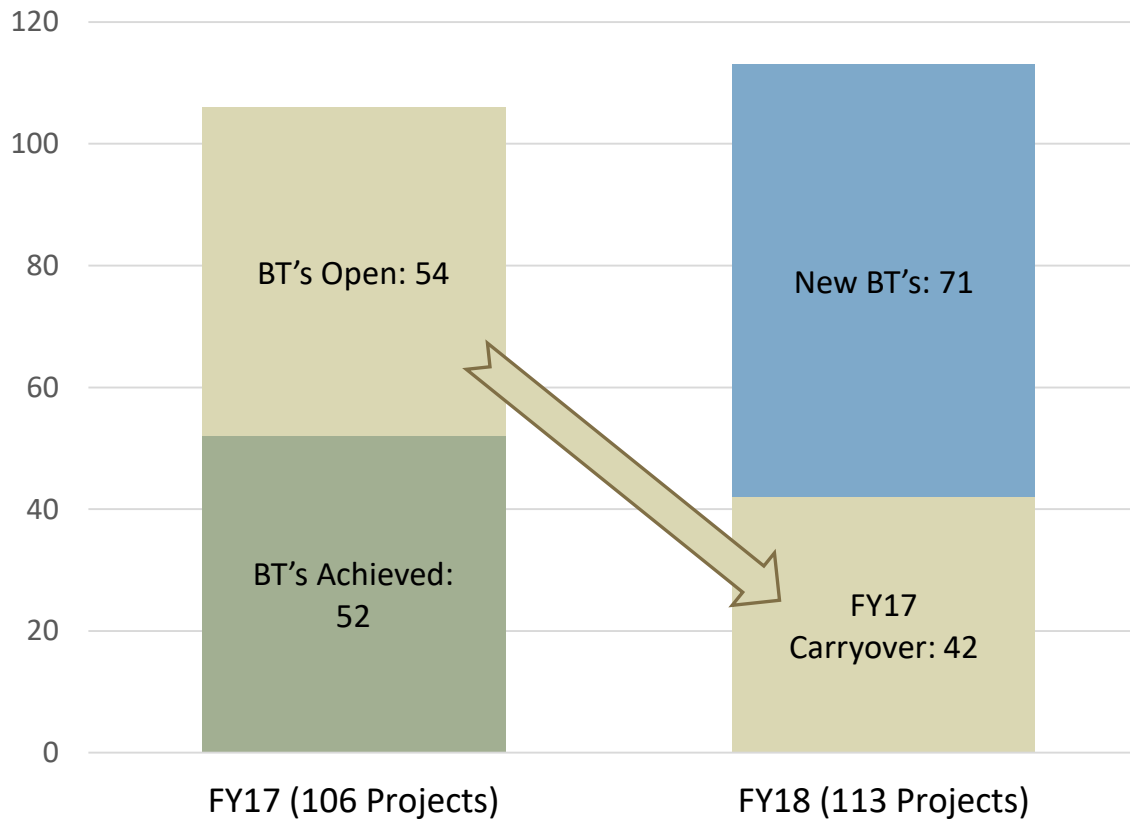


High Performance Culture



Breakthrough Performance

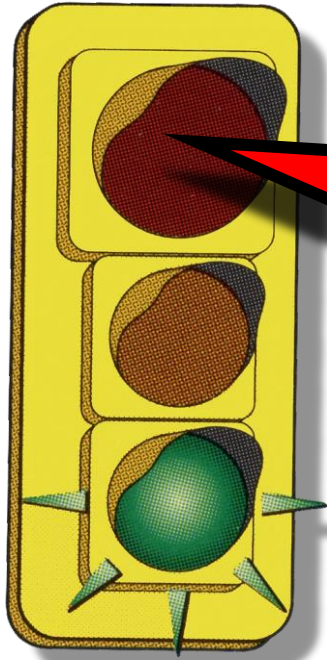
FY17 - FY18 Breakthrough Environment



Visual Management



Principles of Visual Management

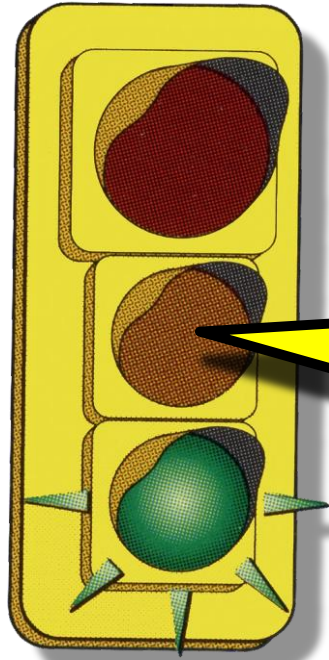


**Quickly
communicate
standards and
status**

Shows normal vs. abnormal or plan vs. actual in near real time



Principles of Visual Management

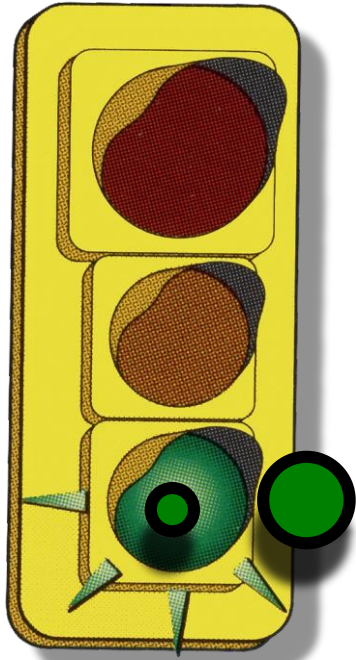


**Manage
performance to
drive
improvement**

Directs leadership to areas that need support.



Principles of Visual Management

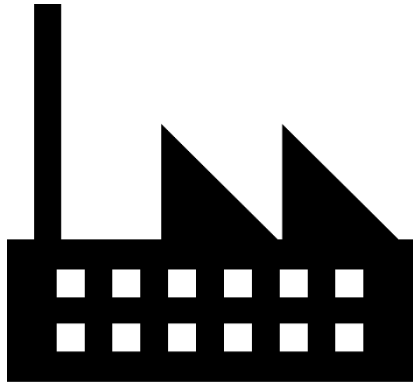


**Enhance
learning in the
workplace**

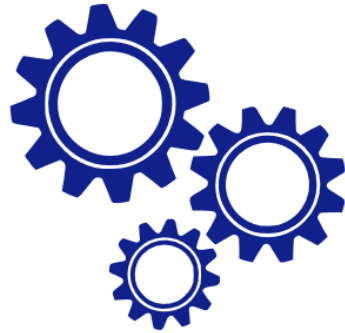
Primarily through surfacing and solving problems (Indicates actions or countermeasures in process)



Visual Process Performance



Process



Product



Customer



Outcomes



- Touch time to produce
- % Complete & Accurate at each step (rework)

- Volume
- Quality



- Customer Satisfaction
- Lead time
- Ease of use

- Results
- Mission Outcomes



- Cost to produce



Keys to Effective Process Metrics

Enable rapid problem
identification
by front line.

(Stop & Notify)

Enable rapid problem
response
by management.

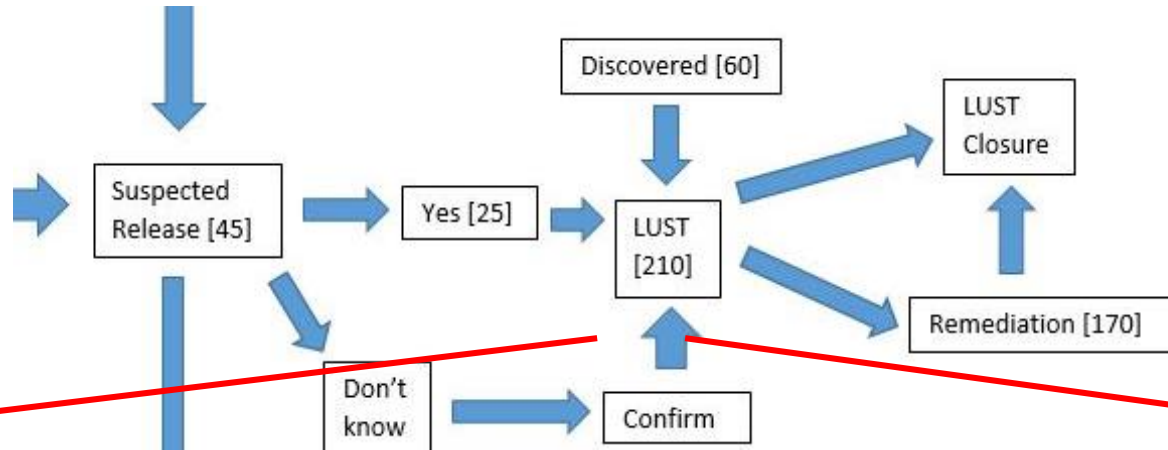
(Sense & Respond)



Make it normal for the flow of
the product to be continuous.
Reduce or eliminate
stagnation.



Visual Process Adherence



Confirmed Releases (Less than 3 years)						
Category	Assessment Started		Remediation Initiated/Assessment Completed	Remediation Ongoing	Risk Assessment	Closure Pending
	0-14 days	15-90 days				
State Lead	[Cards]	[Cards]	[Cards]			
Non-State Lead	[Cards]	[Cards]	[Cards]	[Cards]		
Unresponsive O/O (Not doing corrective actions)	[Cards]	[Cards]	[Cards]	[Cards]		
State Lead referred	[Cards]	[Cards]	[Cards]	[Cards]		

- Each step includes time



SIMULATING “PRODUCT” BY PROXY

VPA To simulate the “product” on the flow board we use a proxy, “cards” or post-its containing necessary information to help track and identify.

		Assessment Started	Remediation Started	Risk Assessment	Remediation Ongoing	Closure Pending
	Time Range	[Ex. 0-5 Days]				
	State Lead					
	Time Range	[Ex. 0-5 Days]				
	Non-State Lead					
Andon	Unresponsive O/O (Not doing corrective actions)					
	State Lead Offered/Application not completed					
	Denied Access					
	Remediation Stopped (but remediation still necessary)					
	Release area inaccessible					
	O/O determination					
	No action >1 year					
Management Response Needed						
	Other					

UST/LUST Remediation Work Flow w/ Andons



PRODUCT PROXY

- Includes data crucial to the product and tracking for that function of the process. It may change as it passes thru the VS.
- Do not make the card more complex than it needs to be. Radical Simplicity!
- Examples include Customer Name, Start Date, and Due Date

Remediation: Process 3			
Assessment	Risk Assessment	Remediation	Closure Pending
Time Range	Time Range	Time Range	Time Range

SLU Confirmed Release (CR) Card

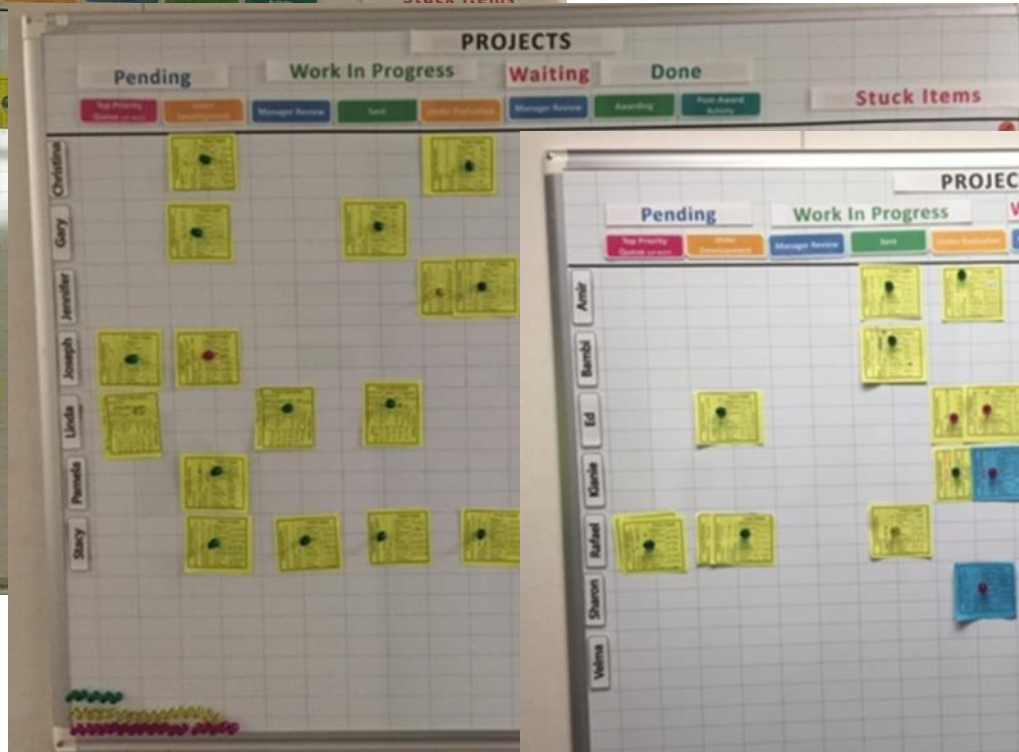
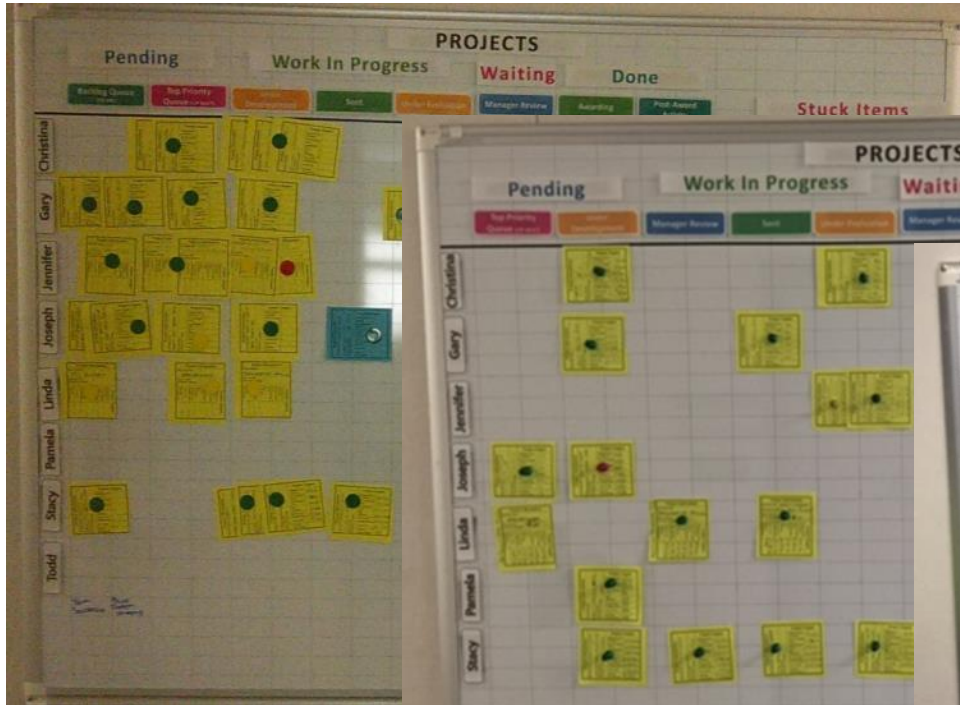
ADEQ Facility Name _____
ADEQ Facility ID #0-0 _____ CR Date _____
LUST # _____ Open Releases _____ Catastrophic
Remediation Start _____ Site also has card in:
 Inspection Compliance SR

Risk Issue: _____
Next Action: _____
Date Entered/Resolved: _____

The entire Value Stream (VS) inventory must be shown on the Flow Board, consider this when sizing the “card”



ADOT Procurement - Tracking Boards



Visual Tracking Forms

Direct Contracts

Project Information	Description/No.:	Date received direct contract information:	Project Targets	
			Send Determination to Manager:	
			Send contract draft to customer:	
			Submit draft to manager:	
			Send contract docs to vendor:	
			Send to manager for approval:	
			Award in PAZ:	
			Hold Post-Award Meeting:	

Solicitations

Project Information	Description/No.:	Date received Solicitation package:	Project Targets	
			Solicitation Draft to Customer:	
			Send for manager review:	
			Issue Solicitation in PAZ:	
			Open Solicitation:	
			Send award for manager review:	
			Award in PAZ:	
			Hold Post-Award Meeting:	

Assistance Needed

Stuck Item	
Description/No.:	
Need help from:	Stuck Since:



Tiered Huddles

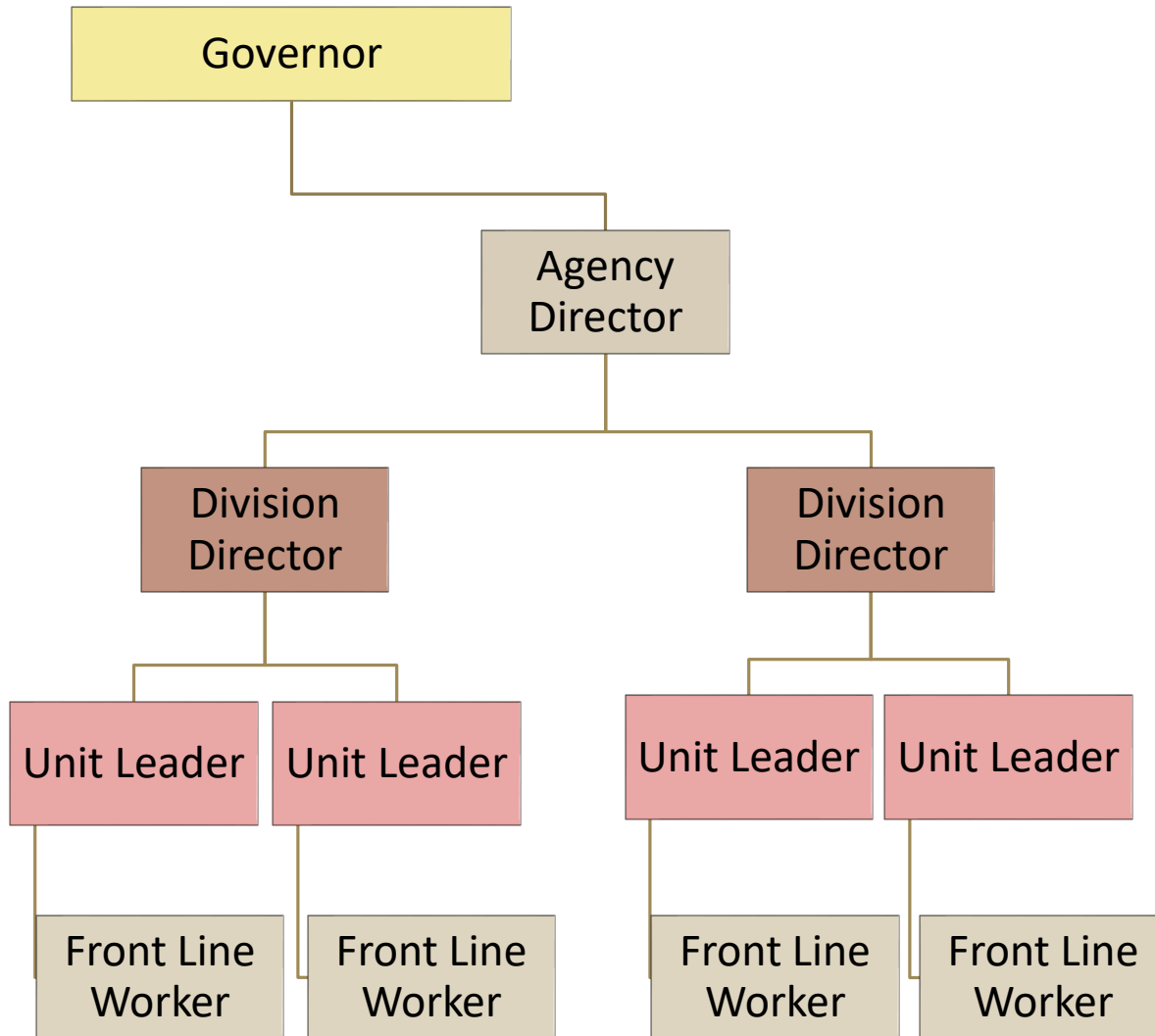


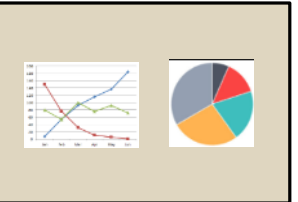
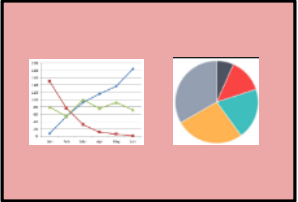
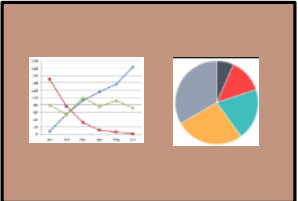
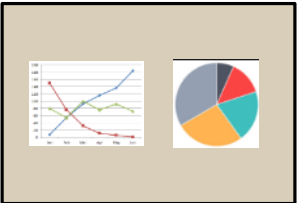
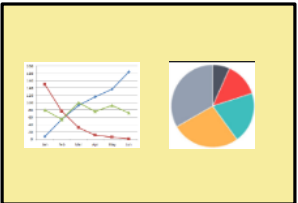
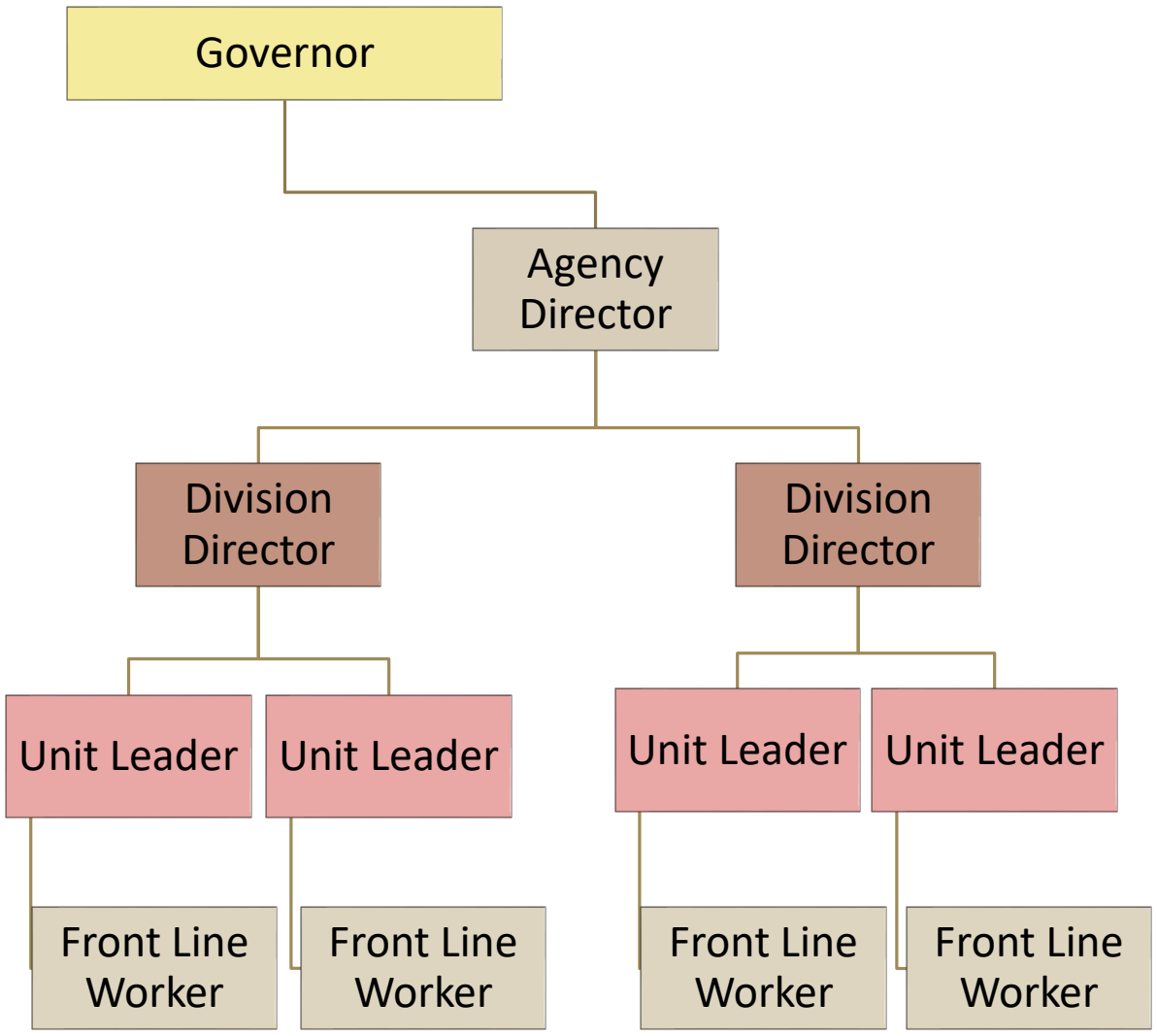
Huddle Boards



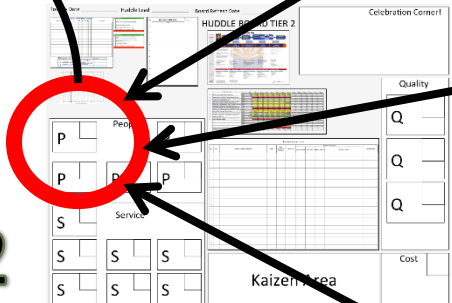
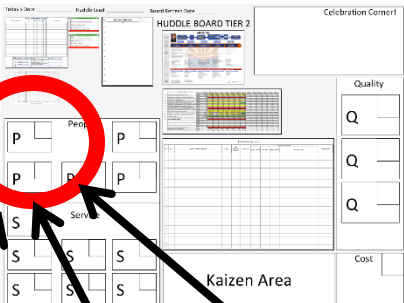
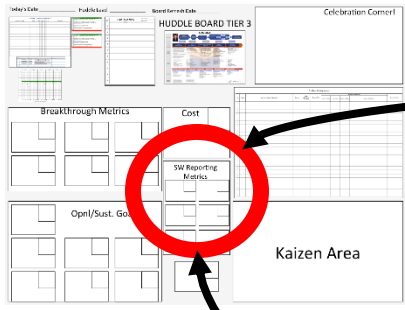


“Tiered” Huddle Boards

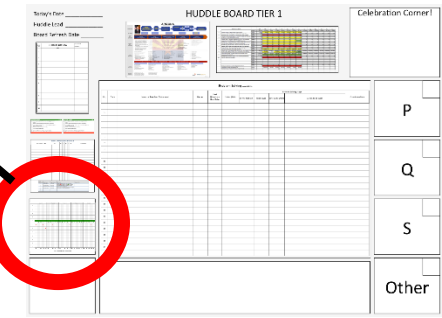
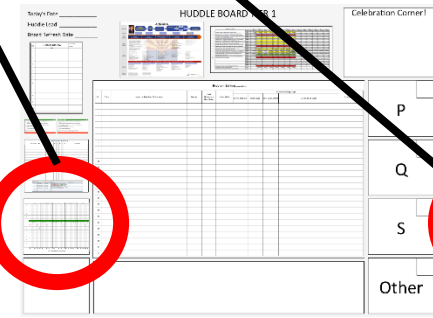
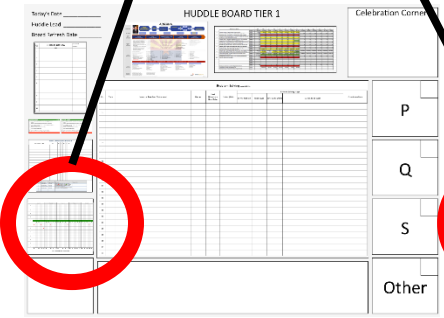
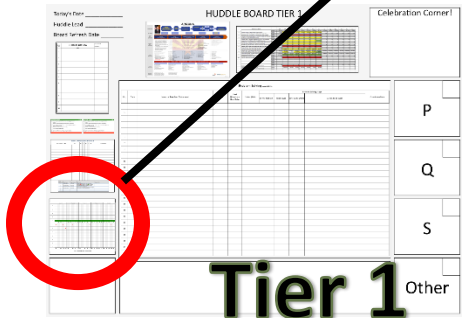




Tier 3



Tier 2



Tier 1



Huddle Board Standardized Work

Today's Date _____

Huddle Lead _____

Board Refresh Date _____

HUDDLE BOARD TIER 1

Celebration Corner!

ARIZONA Huddle Board Template showing organizational structure and key metrics.

ARIZONA Huddle Board Data table with columns for metrics and values.

ISSUE MONITOR	
No.	Issue
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Problem Solving Operations										
No.	Date	Issue or Problem Statement	Owner	Identify Problem			Problem Solving Steps			Completion Date
				Identify Cause	Identify Effect	Identify Impact	Develop Solution	Implement Solution	Monitor Solution	
1										
2										
3										
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25										
26										
27										
28										

P	X
----------	----------

People

Q	O
----------	----------

Quality

S	X
----------	----------

Service

Other	
--------------	--

Problems!



If you take only one thing away...

Problem Register

rev. 5/3/2017

# (A)	Date (B)	Issue or Problem Statement (C)	Owner (D)	Next Action (E)	Next Action Due Date (F)	Status (G) (R, Y, G) (H)	Target Completion Date (H)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							



A Real World Huddle Board



Stop and Notify:

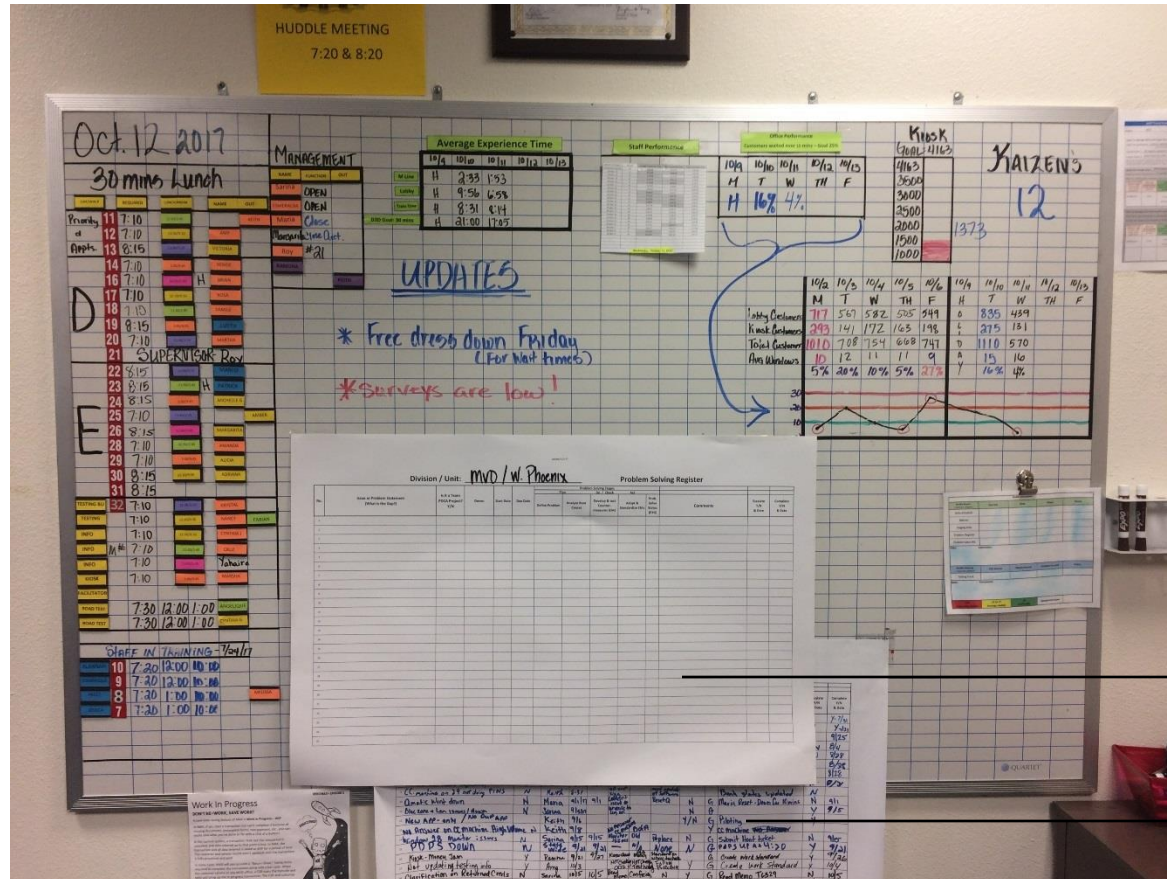
- Problem Identification by the front line

Acknowledge and Respond:

- Problem Response by Management
- Prioritize problem solving effort



A Real World Huddle Board



Visual Performance Management: Metrics

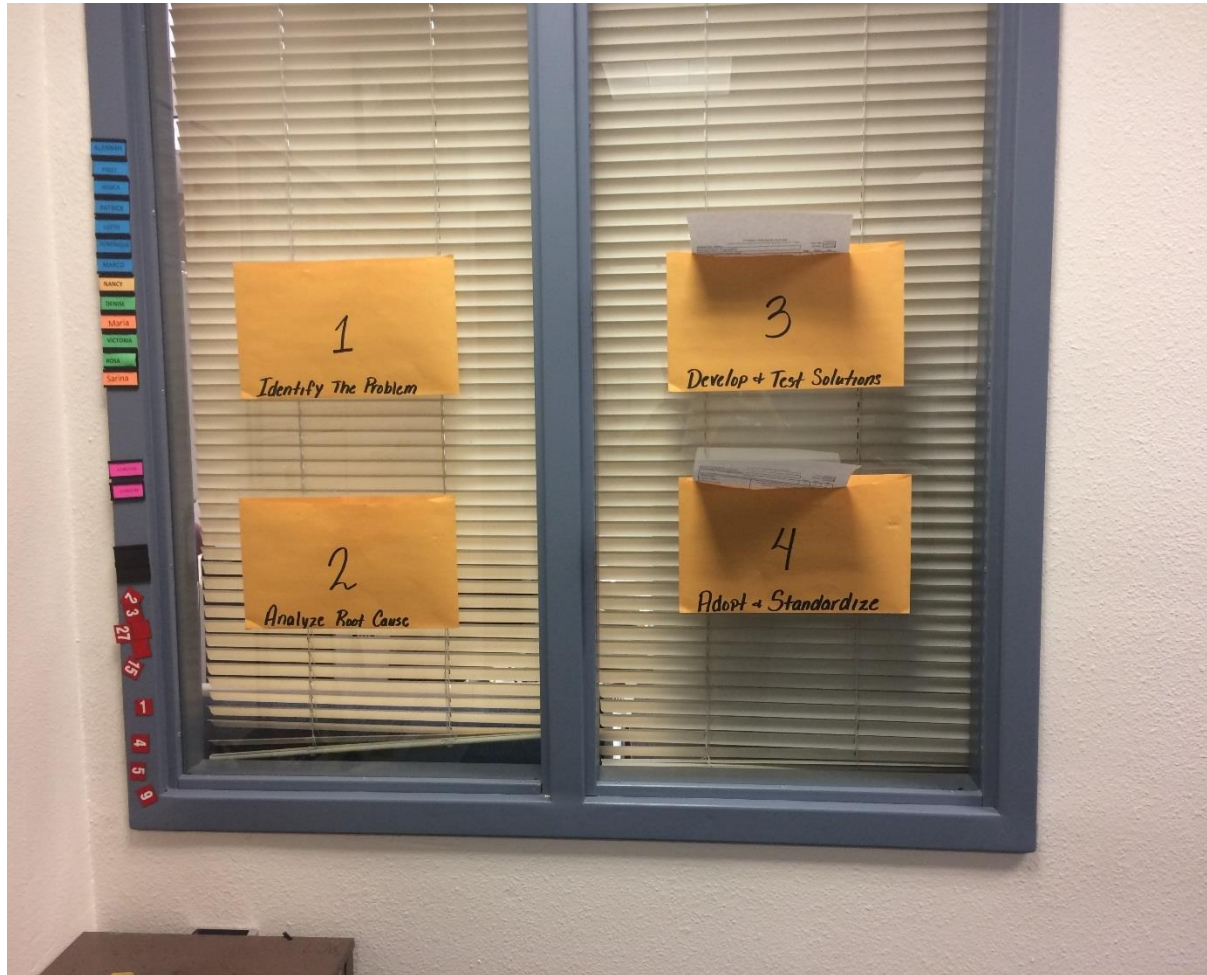
Problem Register (New)

Problem Register (FULL!)

This team identifies at least one problem every day!



Basic Problem Solving



Basic Problem Solving

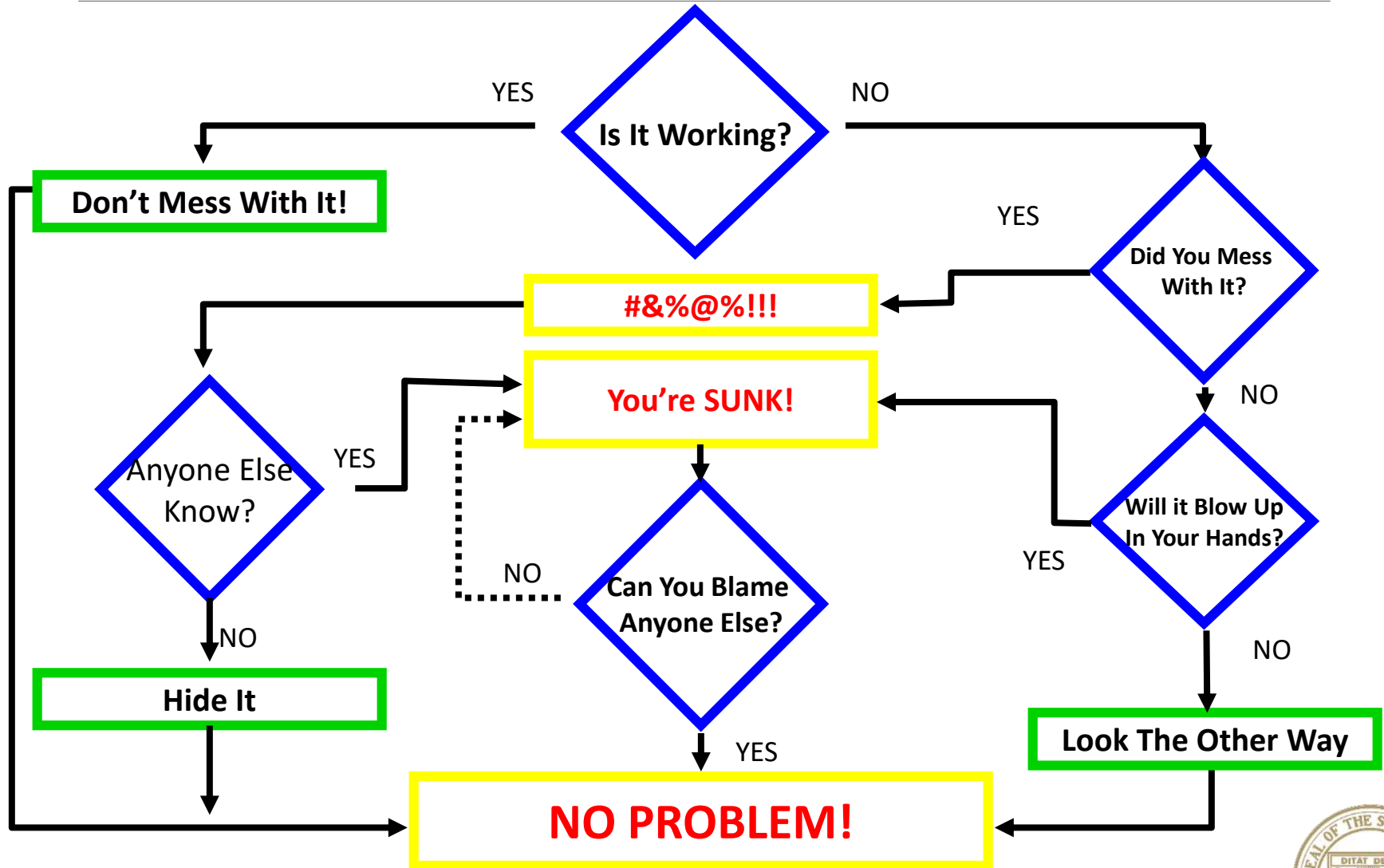
1. Identify the Problem
2. Uncover potential causes
3. Develop & test countermeasures
4. Standardize & Sustain



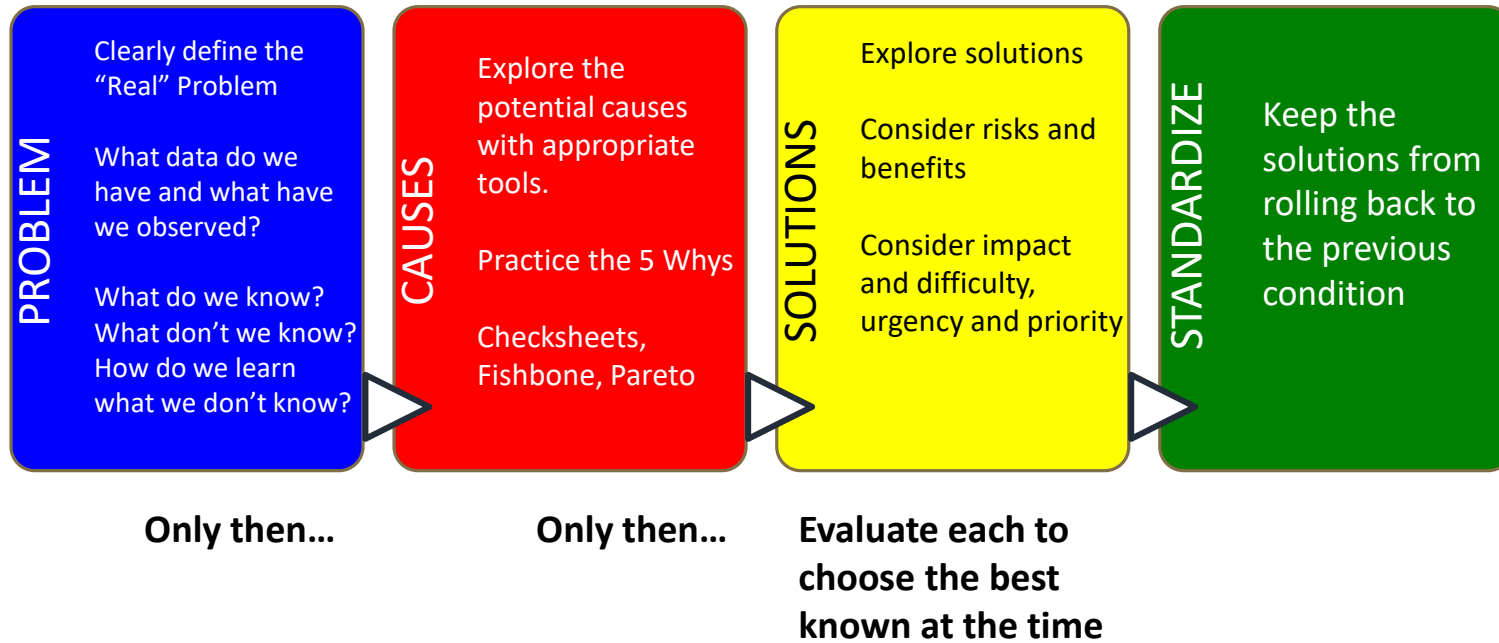
Basic Problem Solving



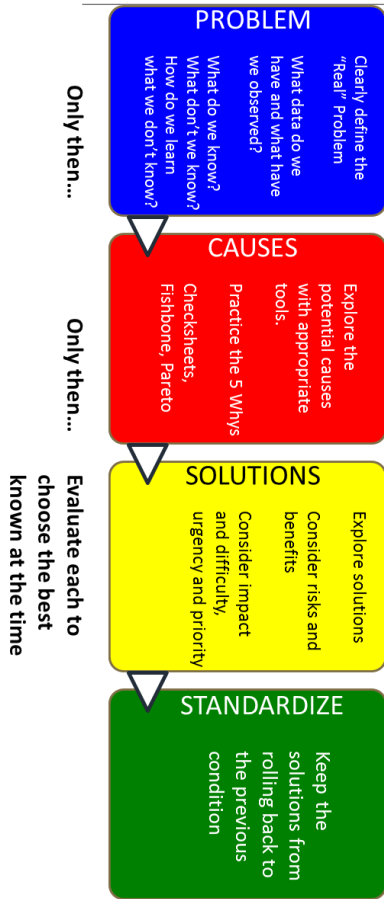
Conventional Problem Solving



Basic Problem Solving



Continuum of Problem Solving



Breakthrough Project		Project Name:	Agency:	Report Date:																																																																																					
1. DEFINE (PLAN) <small>Communicate the content of this project to the overall process or project</small> Problem Statement (what specifically is being solved): Scope (Specifically what process or bounds exist): Goal Statement (format specific "From X to Y by When"): 2. MEASURE and ANALYZE (PLAN) <small>Communicate details of possible root cause factors, e.g., Ishikawa diagrams, 5 why's, process flowcharts, SIPOC, etc.</small> Measure:		3. IMPROVEMENT ACTIONS (DO) <small>Identify and communicate additional changes to the "to-do" list. Define the next improvement. Date when the date is due.</small> <table border="1"> <thead> <tr> <th>Col.</th> <th>Action</th> <th>Sub-Action / Analysis / Status</th> <th>Owner</th> <th>Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Col.	Action	Sub-Action / Analysis / Status	Owner	Date																																																			TEAM <small>List project team members and their roles.</small> <table border="1"> <thead> <tr> <th>Name</th> <th>Role</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Role																												
Col.	Action	Sub-Action / Analysis / Status	Owner	Date																																																																																					
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Analyze:		4. RESULTS (CHECK) <small>Show the results that track future progress towards goal statements, during and after project completion, e.g., control charts, trend charts, capability charts, etc.</small>		ISSUES <small>List issues that arise during progress on this project.</small>																																																																																					
5. SUSTAIN & ADJUST (ACT) <small>Communicate sustained actions, plans, systems that will sustain the achieved improvement, e.g., policies, standard work, training, equipment, audits, measurement, etc., discipline and other organizational.</small>		Project Management Day and time for regular update meeting: Regular Updates are due to project lead by: External Cost for this project (if any):		PROGRESS <small>List project start and dates and status progress through the A3C cycle.</small> Project Start Date: <table border="1"> <thead> <tr> <th>P</th> <th>D</th> <th>C</th> <th>A</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Est. Proj. Comp. Date:	P	D	C	A																																																																																	
P	D	C	A																																																																																						

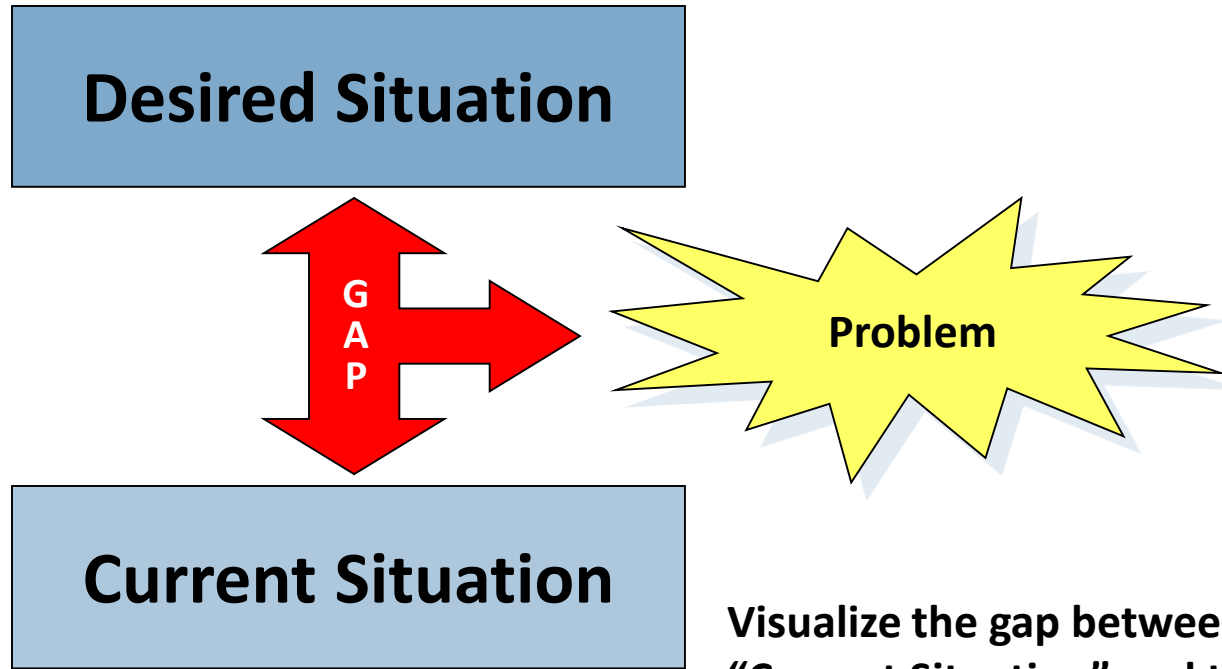
Consistent methods build upon one another :
Simple Four Box vs A3

Low Complexity

High Complexity



Box 1 - The Problem



Visualize the gap between the “Current Situation” and the “Desired Situation”

Make ambiguous problems clear



The Problem Statement

A Problem Statement includes:

- What's wrong
- Where the problem appears
- How big the problem is
- The business impact

A Problem Statement does not include:

- Solutions
- Speculation on causes



Problem Statement Exercise

Evaluate this problem statement

- “We need a bigger budget because we do not have enough people to get our jobs done measured by the growing pile of backlogged work.”



Problem Statement Exercise

Evaluate this problem statement

- “We need a bigger budget because we do not have enough people to get our jobs done measured by the growing pile of backlogged work.”

Or how about this?

- “Our monthly report shows our backlog growing by 15% and our service times growing from the standard of 15 days to over 30 days to issue a permit. This is causing our customer an unacceptable wait times which impacts their ability to grow their business and create jobs.”



Analysis

Basic Tools Help You Understand, Analyze, and Communicate Facts

- Check Sheet
- Pareto Chart
- Process Map
- Five Why's

- These basic quality tools are useful for addressing most problems and process-improvement opportunities
- Additional quality tools (e.g., Scatter Diagram, Control Charts, Affinity Diagram, Analysis Of Variation, and others) enable more advanced analysis and decision making



Check Sheet

Telephone Interruptions

Reason	Day					Total
	Mon	Tues	Wed	Thurs	Fri	
Wrong number	+++			+++	+++	20
Info request						10
Boss	+++		+++			19
Total	12	6	10	8	13	49

C15 Extension Tracker

Date:

Reviewer's name:

Provider code	Valid?	Battery?	Retest?	Arrival test?	Circumvention?	Total
001	0	0	2	1	0	3
002	1	0	7	3	1	12
003	1	0	4	1	0	6
004	0	0	3	1	1	5
005	0	0	1	0	0	1
006	4	1	20	8	1	34
007	1	0	5	2	0	8
008	0	0	2	1	1	4
009	1	0	6	0	3	10
Total Count	8	1	50	17	7	83

- Use when data can't be pulled from a computer report
- A generic tool for a wide variety of purposes
- A structured, thoughtfully prepared form for collecting data

Useful when:

- Collecting data on the frequency of events, problems, defects, causes, etc.
- Data will be observed and collected by one or multiple people
- Data will be observed in one location or many (virtual shared form)



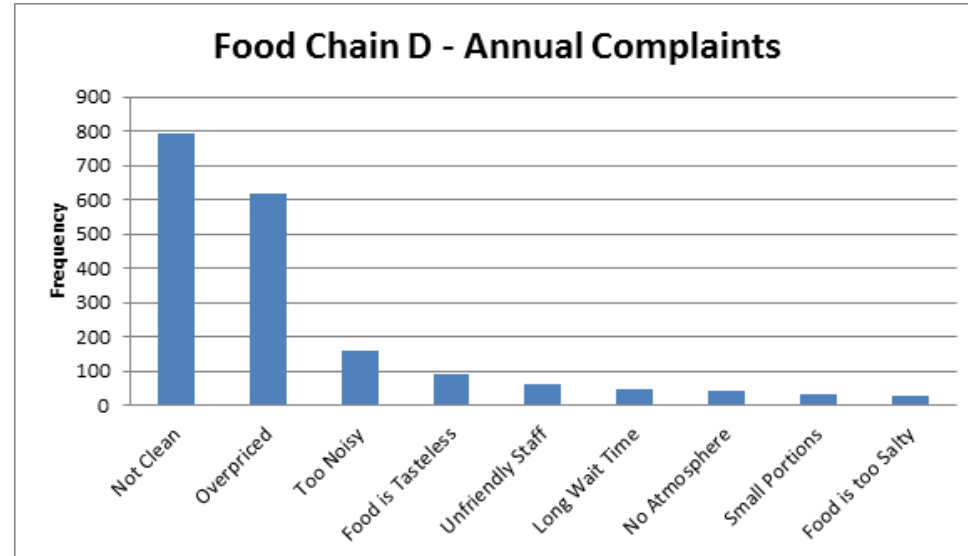
Pareto Chart

Displays the Factors that
Contribute Most to a Problem

When to use: For identifying the “vital few”
factors

Key points:

- Decide on how to stratify the factors, then collect data
- Consider plotting both cost and count data on separate charts (they may give different answers)
- Document improvement with before and after Pareto Charts



Pareto Principle
Also known as the 80/20 Rule
80% of the problem from 20% of the factors



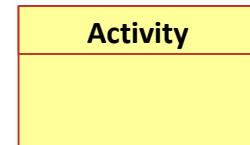
Process Map

Illustrates the Major Steps in a Process

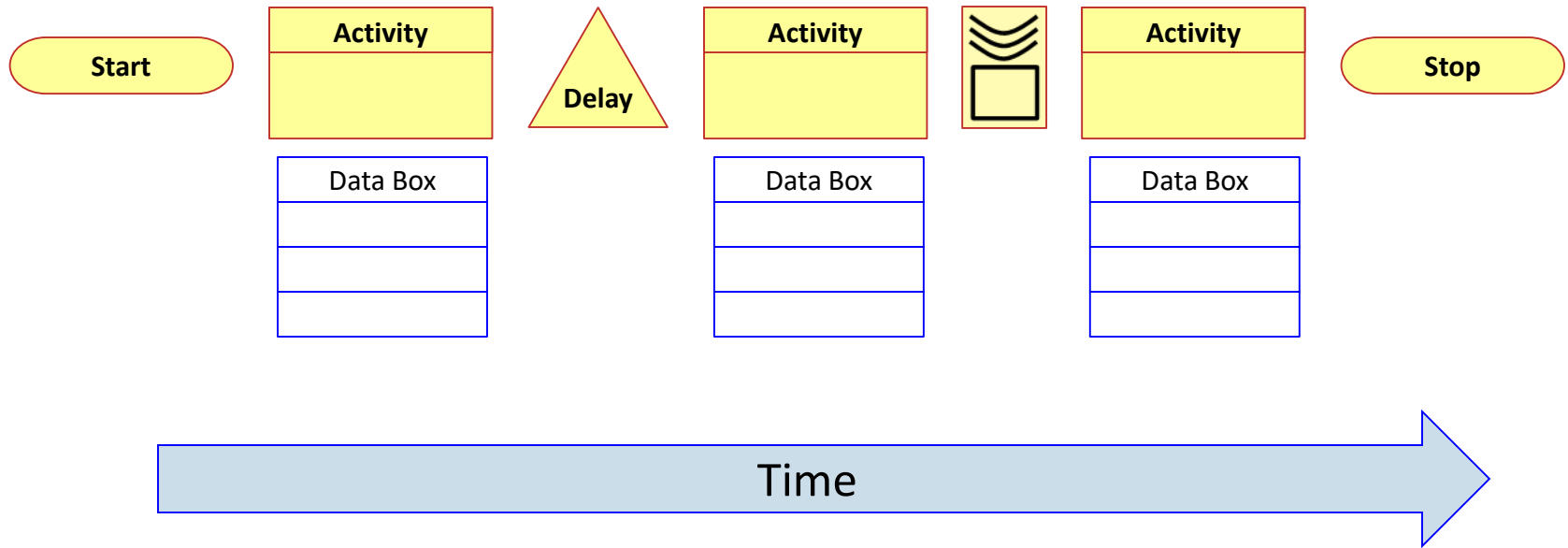
When to use:

- For starting an analysis (understand the flow of the process)
- For aligning everyone to the start, end, and actual steps of the process
- Key points:
 - Rigorously follow one service or product
 - Note problems and wastes

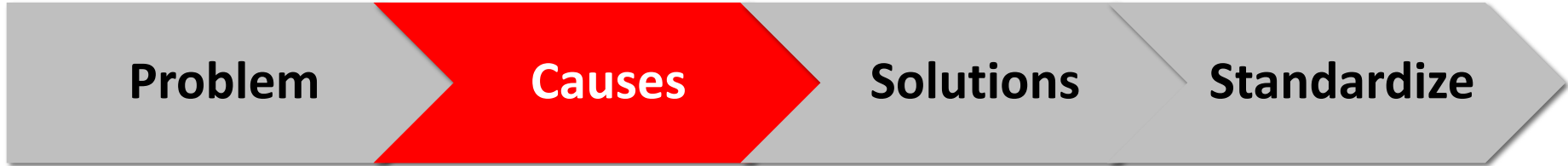
Some Standard Flowchart Symbols



Process Map



Box 2 – Root Cause Analysis



**Keep asking Why?
Keep asking Why?
Keep asking Why?
Keep asking Why?
Keep asking Why?**



Jefferson Memorial Problem

The Jefferson Memorial was disintegrating rapidly because of the frequent cleaning needed to remove the bird droppings.

How would your team solve this problem for the National Park Service?

What information would you like to have?



Click on the photo in presentation mode to run YouTube video clip



5 Whys Worksheet

Define the Problem:

Why? 1.

Why? 2.

Why? 3.

Why? 4.

Why? 5.

Therefore...

Therefore...

Therefore...

Therefore...

Therefore...

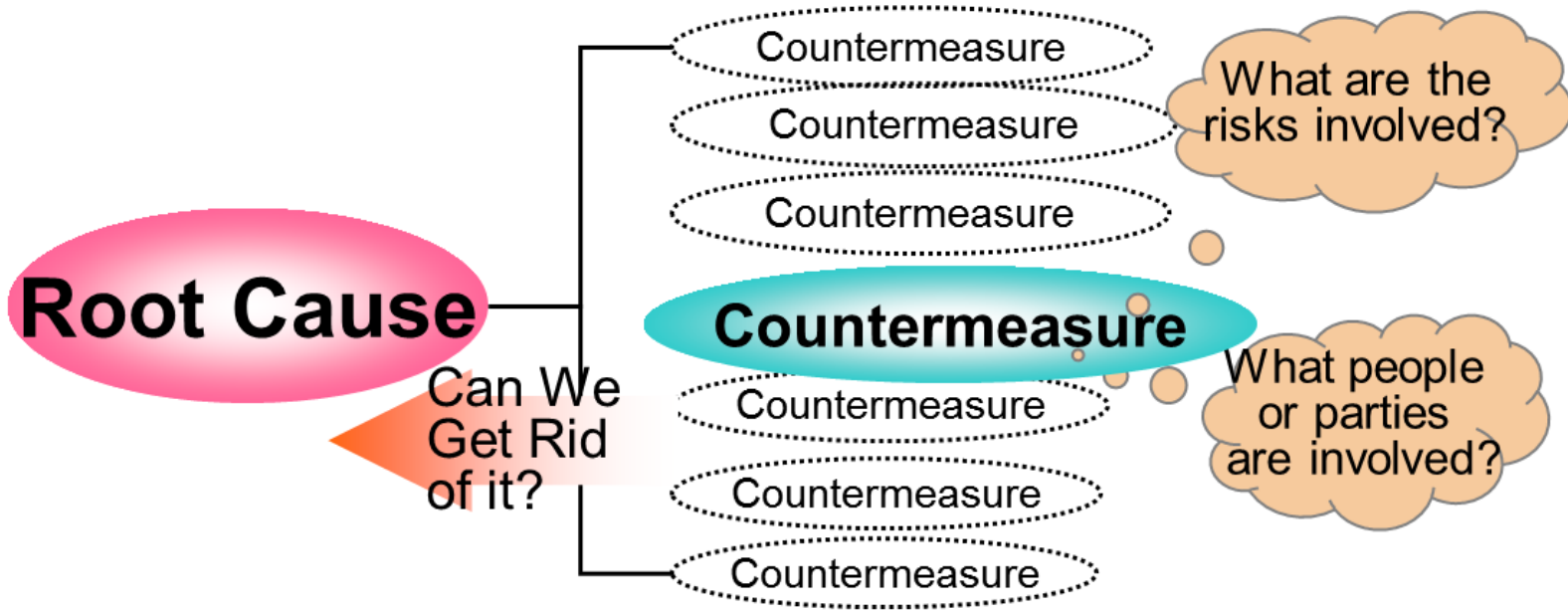
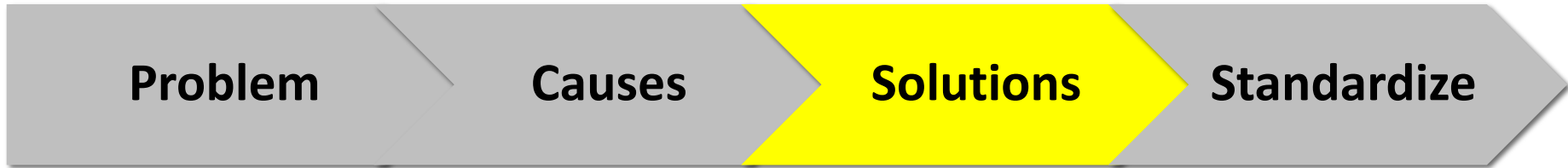
Root Cause:

Action(s) to solve the problem::

The diagram illustrates the 5 Whys process. It starts with a box labeled 'Define the Problem:'. Below it are five numbered boxes (1-5) for causes. Arrows labeled 'Why?' point to each box from the left. Arrows labeled 'Therefore...' point from each box to the next one to its right. Below the fifth box, a downward arrow points to a box labeled 'Root Cause:'. Another downward arrow points from the 'Root Cause:' box to a final box labeled 'Action(s) to solve the problem::'.



Box 3 – Solutions



Develop as many potential countermeasures as possible



Evaluation Factors

Low Cost

Easy buy-in

Direct impact on causes

Sustainable

Fast implementation

Use these to evaluate the alternative solutions and find the best!



Simple Fixes

Many common issues have very simple fixes

- More training is not usually the answer

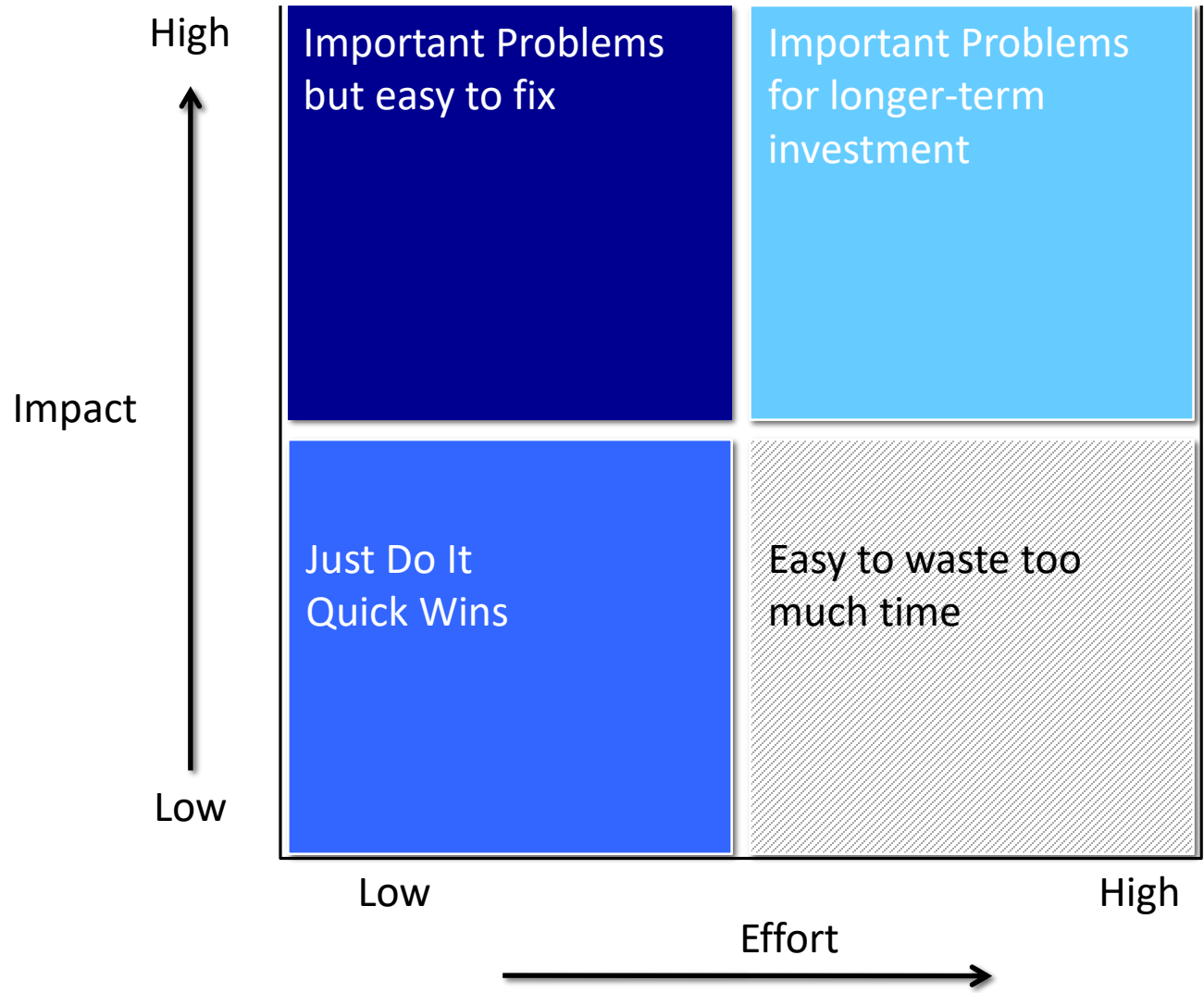
Focus on truly eliminating problems by making a “physical or structural change” and training the physical change

Make the solution visual whenever possible

Just Do It!

- Once the team has agreed on the path, document the action and just go do it





Box 4 – Standardize

Problem

Causes

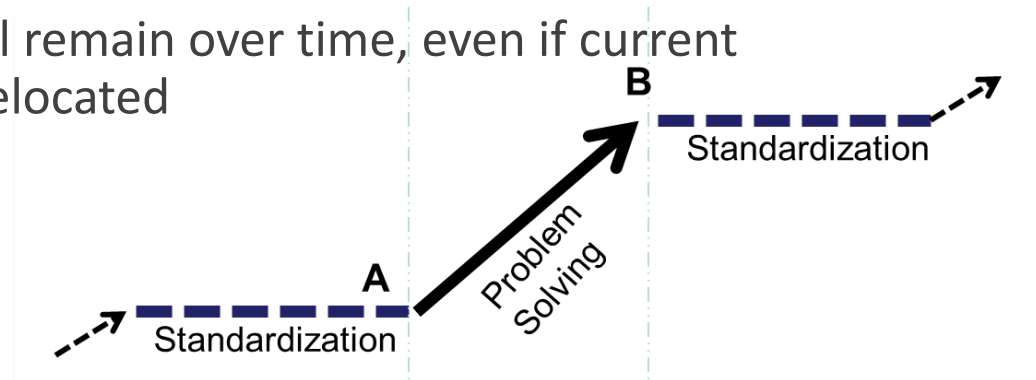
Solutions

Standardize

Establish successful processes as precedent, and continue to raise the standard level of success

To ensure that the result will not slide back to the previous condition

- Embed the solution into people’s methods or way of working
- Be sure that the solution will remain over time, even if current stakeholders were moved/relocated



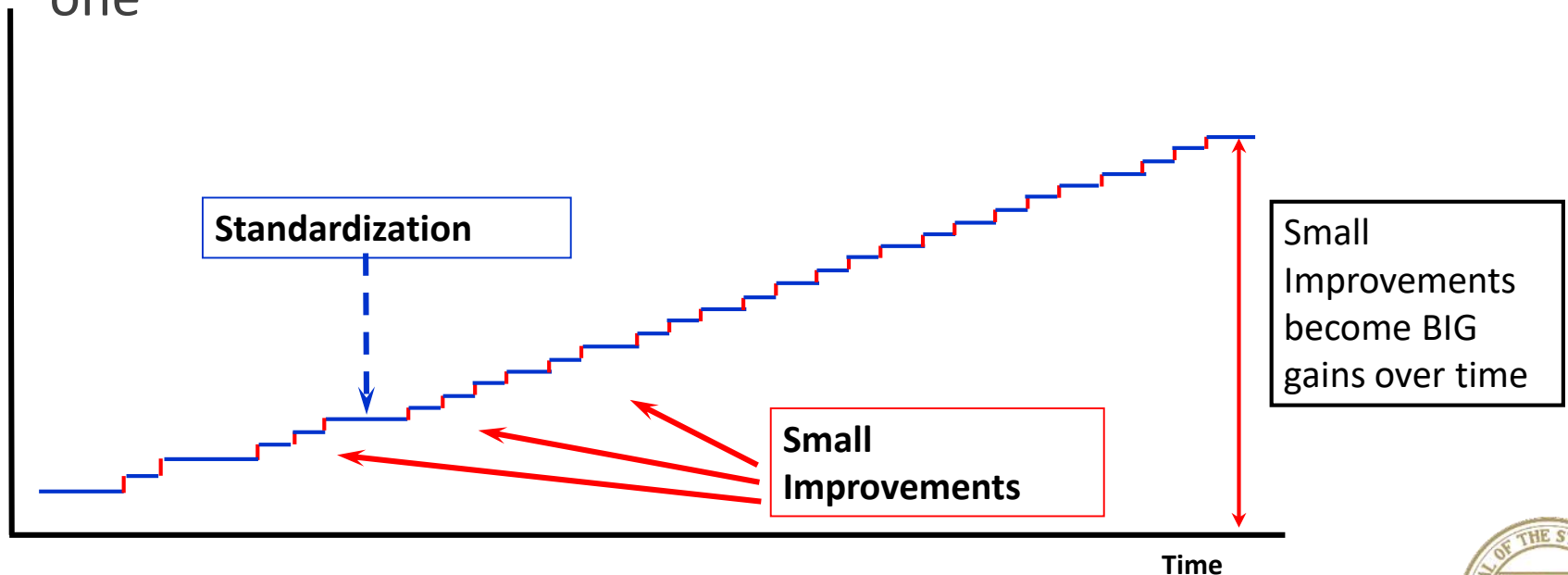
Standardization

Will make improvements consistent

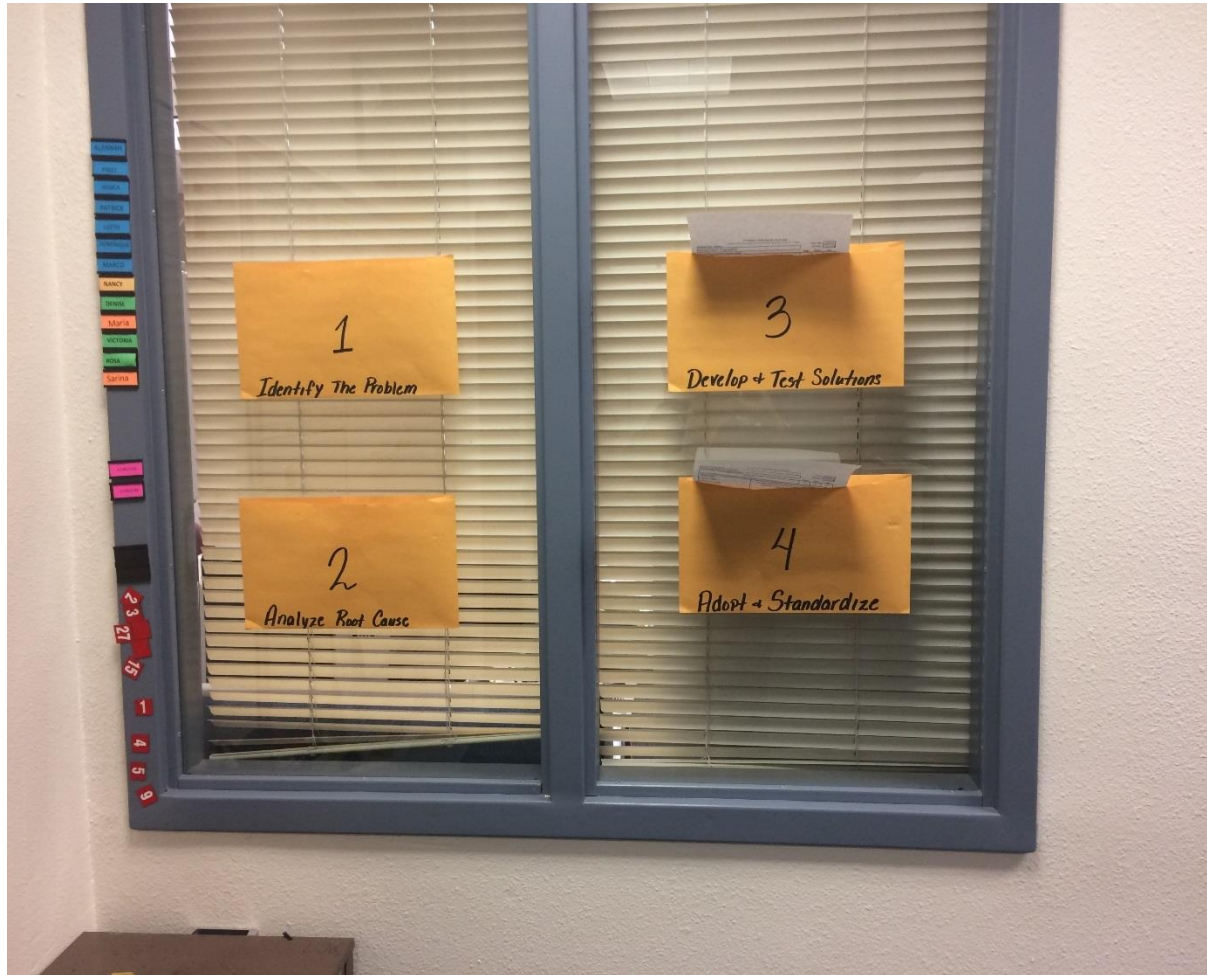
Will make results predictable

Will ensure improvements stay in place

Will allow a continuous improvement instead of a repetitive one



Remember this picture?



Basic Problem Solving

1. Identify the Problem
2. Uncover potential causes
3. Develop & test countermeasures
4. Standardize & Sustain



After Action/Reflection/Retrospective

When you've solved a problem, take a few minutes to reflect on what you learned through that process

- Could add 5 minutes to a Thursday Huddle to discuss what things the team discovered in solving problems that week
- Make a point to review the problem, how you may have changed the problem statement, how you found the root cause and how you developed solutions.
- Ask if you followed the process well or if there is something else you should have done
- This is a BRIEF reflection. Bigger problems and projects will require more focused and structured sessions.



Success Story: Motor Vehicle Department



Breakthrough Project: MVD Customer Wait Times



63-minute average wait time

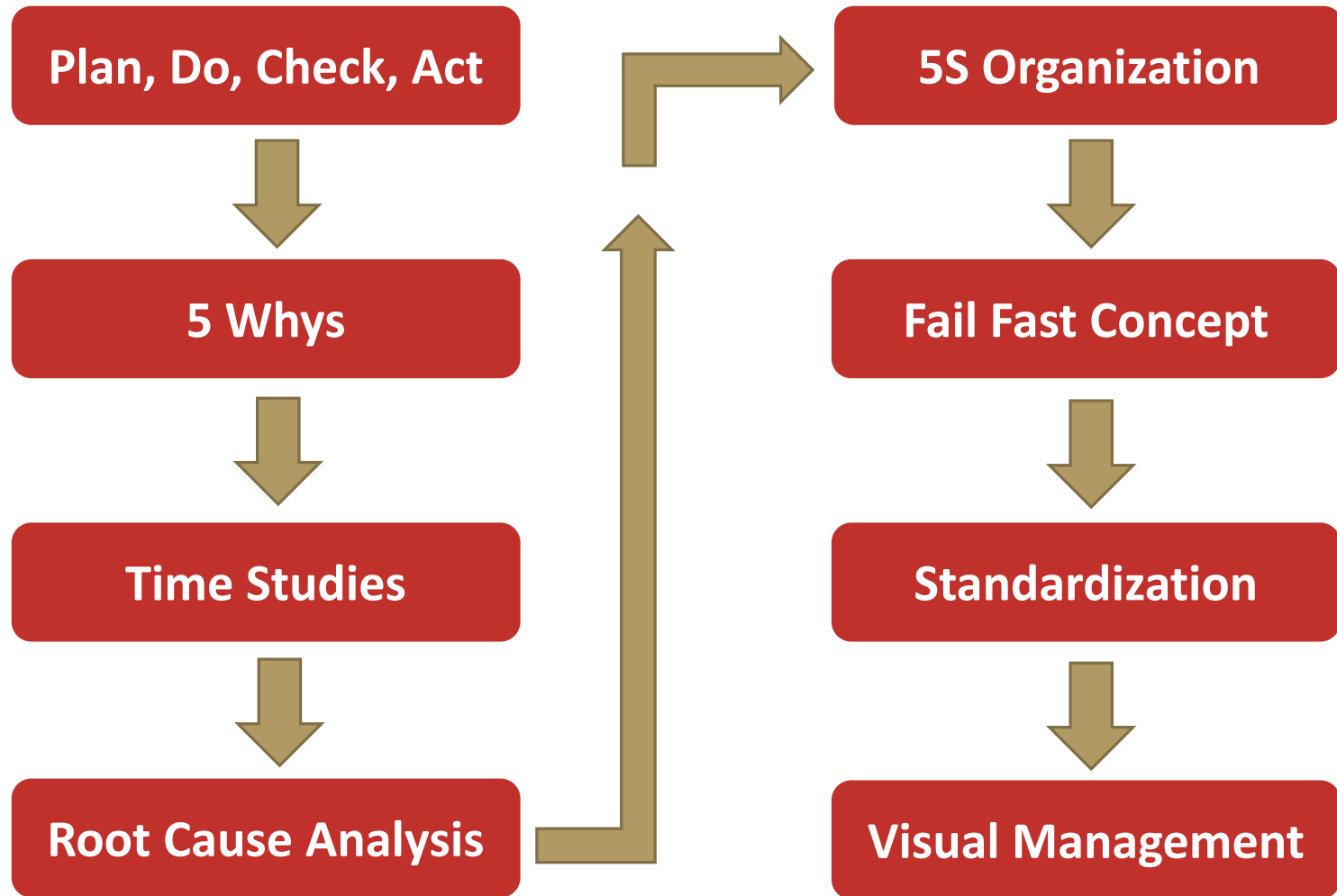


Without data, you're just another person with an opinion.

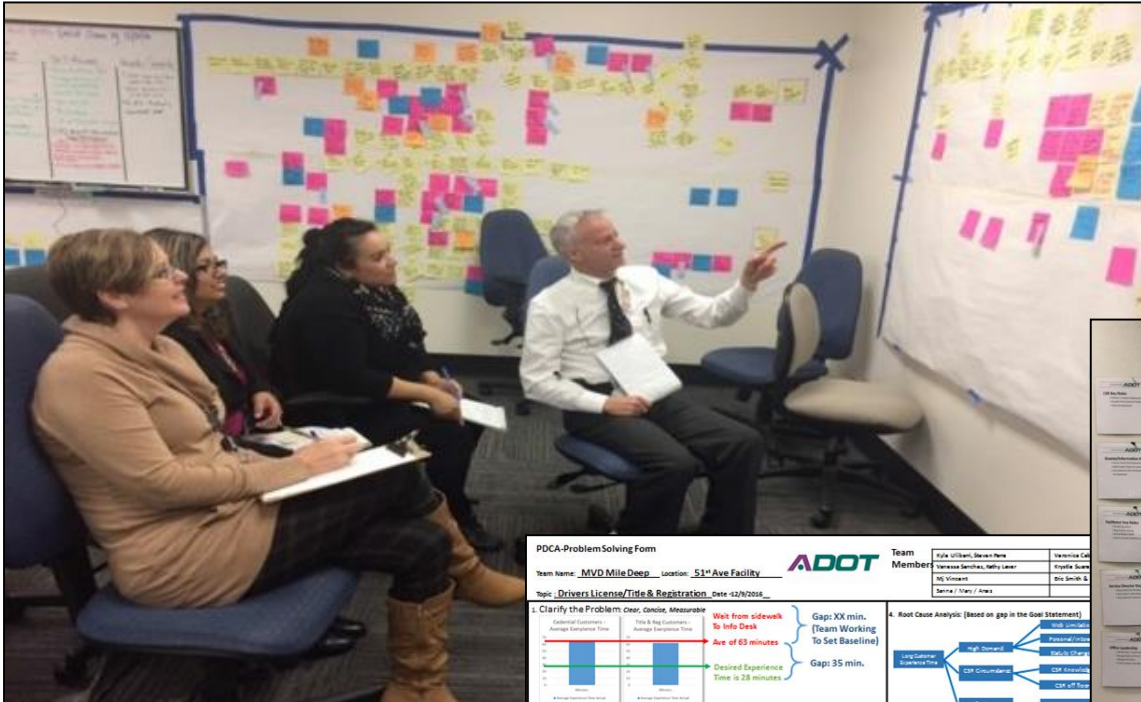
— *W. Edwards Deming*



Breakthrough Project: MVD Customer Wait Times



Breakthrough Project: MVD Customer Wait Times



PCDA-Problem Solving Form

Team Name: MVD Mile Deep Location: 51st Ave Facility **ADOT** Team Member: Veronica Cal
Veronica Cal
Veronica Sanchez, Kelly Lauer
Wendy Adams
Wendy Adams

Topic: Drivers License/Title & Registration Date: 12/2/2016

1. Clarify the Problem Clear, Concise, Measurable
 Customer Experience: Wait from sidewalk to info desk Gap: XX min. (Team Working To Set Baseline)
 Title & Reg Customers: Ave of 63 minutes Gap: 35 min.
 Average Experience Time: Desired Experience Time is 28 minutes

2. Breakdown the Problem Breakdown the Problem: Where, When, What, Who, Charts, Graphs, Data, Flow, Etc.
 D/I Experience Average Experience Time
 D/I Experience Average Experience Time
 D/I Experience Average Experience Time

3. Root Cause Analysis (Based on gap in the Goal Statement)
 Long Customer Wait Time
 High Demand
 Physical Issues
 Staffing Issues
 Space/Chart
 Customer Behavior
 Staff Knowledge
 Staff of Top
 Staff of Top
 Staff of Top
 Staff of Top

4. Develop and Implement Countermeasures

Selected Root Cause	Selected Countermeasures	When	Start	Target	Finish
Staffing Issues	Staffing Issues	12/2/16	8:30	10:30	12/16
Staffing Issues	Staffing Issues	12/2/16	8:30	10:30	12/16
Staffing Issues	Staffing Issues	12/2/16	8:30	10:30	12/16

3. Check Results Dec 21st - Dec 31st

Month	2016	2015	2014	2013
Total Customers	8887	14774	14614	13881
Total Transactions	8887	14774	14614	13881
Average Experience Time	35.0	35.0	35.0	35.0
Total Wait Time	311	521	515	486
Average Wait Time	35	35	35	35
Target Wait Time	28	28	28	28
Average Wait Time	35.3	34	33.3	31

5. Target, Concise, Measurable, Do What?, How Much? By When?
 Achieved Desired Goal: Experience time of 28 minutes or less by 12/31/16 - 56% reduction.



Breakthrough Project: MVD Customer Wait Times



24-minute average wait time



Other Wins & Challenges



Other Wins

1. Reduced backlog at DCS from over 30,000 open reports to under 6,000
2. Veteran hunting and fishing license permit reduction – from 38 days to 7 days
3. Completely eliminate ROC application backlog – 700 to 0
4. DES Unemployment Insurance call center reduction – 100 minutes to 10 seconds
5. DES Adult Protective Services backlog reduction by more than 60%
6. DEQ has reduced permit lead times from a JOP of 138 days to under 50 days (on average across the agency)
7. State Procurement Office negotiated savings over \$37M in FY'17



Where we still need help

Internal Mindset – “Embrace the Red”

Complexity – Is Unemployment like MVD wait times?

- Case Management, Call Centers, Investigations, Permitting
- Opioid Deaths, Recidivism Reduction are large social issues
- & more

Balancing AMS with our “real work”

- This thinking shows how far we still have to go

Interagency Collaboration



Questions?

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