**AGENDA**

**Smart Start (2-Day On-Site Session)**

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| DAY 1 |
| TIME | **ACTIVITY** | **LOCATION** |
| 08:00 – 08:30 | **Welcome/LARC Overview** | Conference Room |
| 08:30 – 09:00 | **Introduction to Process Mapping** | Conference Room |
| 09:00 – 10:00 | **Process Mapping - Current Process** | Conference Room |
| 10:00 – 10:30 | **Break** |  |
| 10:30 – 11:30 | **Process Mapping - Current Process** | Conference Room |
| 11:30 – 12:30 | **Walk Process** | Lab/Clinic |
| 12:30 – 01:30 | **Lunch** |  |
| 01:30 – 02:30 | **Walk Process** | Lab/Clinic |
| 02:30 – 03:00 | **Break** |  |
| 03:00 – 04:15 | **Update Process Map After Walking the Process** | Conference Room |
| 04:15 – 04:30 | **Capture Opportunities for Improvement (OFI)** | Conference Room |
| DAY 2 |
| 08:00 – 08:30 | **Debrief DAY 1/Overview DAY 2** | Conference Room |
| 08:30 – 10:00 | **Affinity Grouping; Prioritize OFI; Impact Effort Grid; Select Project** | Conference Room |
| 10:00 – 10:30 | **Break** |  |
| 10:30 – 12:30 | **Project Focus - Problem Statement, Aim Statement with Metric Selection** | Conference Room |
| 12: 30 – 01: 30 | **Lunch** |  |
| 01:30 – 02:30 | **Refinement of Metric; Data Collection Tool / Plan** | Conference Room |
| 02:30 – 03:00 | **Break** |  |
| 03:00 – 04:00 | **Action Planning, Elevator Speech, Communication Plan; Review previously assigned Team Roles & Responsibilities and Stakeholder Analysis** | Conference Room |
| 04:00 – 04:30 | **Wrap Up – Preparing for Report Out at Learning Session #1** | Conference Room |

Deliverables: Smart Start

* See / Understand the Process
	+ Process Map & Process Table (Current State)
	+ Identify (Brainstorm) Opportunities For Improvement (OFI)
	+ Prioritize (Impact-Effort Grid) OFI
* Project Implementation
	+ Project Outline
		- Problem Statement
		- Aim Statement – Goal, Measure & Timeline
		- Measure – Baseline Data, Data Collection Tool & Data Collection Plan
		- Scope of Project
	+ Action Plan
* Project Communication
	+ Elevator Speech
	+ Communication Plan