



## REGIONAL CONVENTION ON TEAM EXCELLENCE 2017 CRITERIA

	SUBJECT	Score
<b>I</b>	<b>INTRODUCTION</b>	<b>50</b>
1.	Background of the company, team and members selection explained.	20
2.	The team highlights the evidence of participation and effective planning of the project.	30
<b>II</b>	<b>PROJECT SELECTION &amp; DEFINITION</b>	<b>150</b>
3.	The team clearly explained how and why the project was selected.	80
4.	The project and terminologies used were clearly defined and explained.	40
5.	Target setting was explained and justified based on appropriate analysis or benchmark data/ information.	30
<b>III</b>	<b>IMPROVEMENT OPPORTUNITIES ANALYSIS</b>	<b>250</b>
6.	Improvement opportunities were identified based on sufficient data/ information which is gathered through various means and appropriate tools.	80
7.	Systematic analysis and evaluation of potential causes were conducted to identify root causes with appropriate use of tools.	120
8.	Verification and validation of selected improvement opportunities/root causes were carried out using various methods.	50
<b>IV</b>	<b>CREATIVE &amp; INNOVATIVE SOLUTIONS/IMPLEMENTATION</b>	<b>200</b>
9.	The team has identified various potential creative and innovative actions/solutions.	50
10.	The team has carefully evaluated each alternative solution prior to the final selection based on appropriate criteria (advantages and disadvantages were considered).	70
11.	The team has assessed the final creative and innovative solution(s) against targeted objectives.	30
12.	The team has carried out and implemented creative and innovative solution successfully. (Difficulties/ barriers and how they were overcome, if any were explained).	50
<b>V</b>	<b>MONITORING AND STANDARDISATION</b>	<b>100</b>
13.	The team has carried out a systematic and sufficient monitoring to ensure the improvement action is in place.	50
14.	The team is able to make appropriate adjustments to ensure the improvement is in place and maintained.	20
15.	Steps were taken to ensure that the new procedures were endorsed, adopted, documented and shared.	20
16.	Actions were taken to ensure that the new adopted procedures were standardised and maintained.	10
<b>VI</b>	<b>ACHIEVEMENT &amp; VALUE CREATION</b>	<b>200</b>
17.	Description of the types and quantum of achievement and value creation.	70
18.	Reconciliation of target and actual achievement were made (cost incurred explained).	30
19.	The solution selected is recognised for its uniqueness at company/industry/national and international levels.	40
20.	The impacts of the achievement and value creation to the environment, community and team members <u>was</u> stated.	30
21.	The team provided evidence of verification and validation of achievement and value creation.	30
<b>VII</b>	<b>PRESENTATION</b>	<b>50</b>
22.	Well organised presentation with logical sequence that conforms to stipulated time.	30
23.	Clear presentation, effective usage of visual aids and good public speaking.	20
	<b>TOTAL</b>	<b>1000</b>