

International Exposition Team Excellence (IETEX) Criteria 2016

1. Project Selection (9 items @ 3 points = 27 points possible)

1A. Explain the methods and/or tools used to select the project.

- a. Describe the types of data and/or tools used to select the project and the criteria used to select the data and/or tools.
- b. Explain the reasons why the project was selected.
- c. Identify who selected the project and describe the involvement of potential stakeholders in project selection.

1B. Identify how the project supports/aligns with the organization's goals, performance measures, and/or strategies.

- a. Identify the affected organizational goals, performance measures, and/or strategies.
- b. Identify the types of impact on each goal, performance measure, and/or strategies.
- c. Identify the degree of impact on each goal, performance measure, and/or strategies,

1C. Explain the potential stakeholders and explain how they may be impacted by the project.

- a. Identify potential internal and external stakeholders and explain how they were identified.
- b. Identify the types of potential impact on stakeholders and explain how these were determined.
- c. Identify the degree of potential impact on stakeholders and explain how this was determined.

2. Project Analysis (6 items @ 4.5 points = 27 points possible)

Note: If the project is an improvement opportunity rather than problem solving then the team should address the improvement opportunity rather than the root cause(s) for Section 2.

2A. Describe the methods and/or tools the team used to identify the potential root cause(s)

- a. Describe the methods and/or tools used to identify possible root causes.
- b. Describe the team's analysis of data to identify possible root causes.
- c. Describe how stakeholders were involved in identifying the possible root causes.

2B. Describe how the team analyzed information to identify the final root cause(s)

- a. Describe the methods and/or tools used to identify the final root cause(s).
- b. Describe the team's analysis of data to select the final root cause(s).
- c. Identify the root cause(s) and explain how the team validated the final root cause(s).

3. Solution (9 items @ 3 points = 27 points possible)

3A. Explain the methods and/or used to identify the possible solutions/improvement actions.

- a. Describe the methods and/or tools used to develop possible solutions.
- b. Describe the team's analysis of data to develop possible solutions.
- c. Explain why the solutions are innovative.

3B. Describe how the final solution(s) was/were determined.

- a. Describe the methods and/or tools used by the team to select the final solution(s) and the criteria used.
- b. Describe the team's analysis of data to select the final solution(s).
- c. Describe the involvement of stakeholders in the selection of the final solution(s).

3C. Explain the final solution(s), validation, and the benefits expected to be realized by implementing the team's solution(s).

- a. Describe the final solution(s) and explain how the team validated the final solution(s).
- b. Identify the types of tangible and intangible benefits that are **expected** to be realized by implementing the team's solution(s).
- c. Explain how the team used data to justify the implementation of the team's solution(s).

4. Project Implementation and Results (9 items @ 3 points = 27 points possible)

4A. Explain how buy-in/agreement was achieved for implementation.

- a. Describe the internal and external (if applicable) stakeholder involvement in implementation.
- b. Describe how various types of resistance were identified and addressed.
- c. Explain how stakeholder buy-in was ensured.

4B. Describe the approach used by the team to implement its solution(s) to ensure the results.

- a. Describe the plan developed by the team to implement its solution(s).
- b. Describe the procedure, system, or other changes that were made to implement the solution(s) and to sustain the results.
- c. Describe the creation and installation of a system for measuring and sustaining results.

4C. Describe the results achieved.

- a. Identify the types of tangible and intangible results that were **realized**.
- b. Explain how the project's results link with the organization's goals, performance measures, and/or strategies.
- c. Describe how the results of the project have created spin-off for other opportunities.

5. Team Management and Project Presentation (4 items @ 4.5 points = 18 points possible)

- a. Explain how the team members were selected and how they were involved throughout the project.
- b. Explain how the team was prepared to work together in addressing the project.
- c. Explain how the team managed its performance to ensure it was effective as a team.
- d. The team will also be judged on the clarity and organization of its presentation.

Note: The underline is used to highlight that there are two parts of the criteria that need to be addressed