



wisconsin continuous improvement network

Getting a Project off the Ground

Understand the Approval Process for your project

- Are you the approver?
- Do you need a supervisor or department chair to sign off?
- What support network is in place

Determine the Business need

- Understand how this project fits with your department's mission, vision, core values
- Do you have data to illustrate the issue/concern?
- Make sure your project is strategically aligned

Identify key influencers

- Know who the decision makers are
- Explain how your project will benefit each
- Who do you need involved for buy in and acceptance of change?

Information/Communication Needs

- Share the cost and time impacts for all involved
- Sell the project based on desired benefits and positive impacts

Executive level approval and funding

- If you don't hold the purse strings, who does?
- Present the business case and share the intended return on investment

Possible Hurdles/Constraints/Pain points

Time/Energy to take on a project

- Constantly doing more with less
- Are we staffed to take on a project?

Motivation

- Internal or external factors

Fear of Change or impact of change on the team

- Change has impacts
- Preparing for change
- Managing for change

Getting perspective on the issue(s)

- Getting help determining root issue
- Looking for strategic thinking and objectivity that is hard from the inside

Finding sources of encouragement

- Sometimes this comes from outside our department
- How can you stay focused and energized- who helps you with this?

Determining if the time is right

- Sometimes the idea is brilliant and the timing is off
- How do you know when to "strike while the iron is hot"