

Agenda - Day 1

- Welcome by leadership
- Introduction of facilitators
- Share event expectations
- Lean overview provided by facilitator
- Review agenda
- Review case for change, scope, objectives, metrics, boundaries, benchmarks/data, and event communications information
- Map the current state of the process
- Brainstorm issues and gaps; what is working well right now and what is not working with the contract process
- Identify value added, non-value added components
- Identify task time and effort for components
- End-of-day Recap
 - Lessons learned
 - Accomplishments
 - Agenda for the next day

Agenda - Day 2

- Finalize current state map
- Determine ideal state characteristics
- Begin to determine what would need to change to get us closer to an ideal state by developing a future state map.
- Finalize details for the ideal future state
- Conduct process/scenario walk(s)
- Identify new timing of process with future state (if applicable)
- Validate Issues
 - Ensure issues are resolved in future state
- Finalize details for the future state map
- Determine appropriate metrics or measures of success
- End-of-day Recap
 - Lessons Learned
 - Accomplishments
 - Agenda for next day

Agenda - Day 3

- Leadership support session as needed
- Complete gap analysis
 - Identify actions required to get from current to future state
 - Include communication and training plans
- Create Implementation Plan
 - Assign ownership to actions
 - Determine start and end dates
- Determine schedule of follow up meetings
 - Regular scheduled meetings through project completion
- End-of-day Recap
 - Lessons Learned
 - Accomplishments
 - Determine report out format and date