2024

The Sterling Council

Team Showcase

Information Packet

(12-08-23)

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INTRODUCTION

The annual Sterling Conference Team Showcase competition provides a public forum for teams to display the principles and techniques of solving problems, improving processes, reducing cycle time or costs, and contributing to the organization's achieving performance excellence. The competition focus is on how and what the teams did within a defined period of time. Showcase attendees have a great opportunity to learn from the successes of others. Team participation in this event helps reward and recognizes team members for their outstanding efforts and contributions. Typically, team projects fall into one of several categories:

Problem-Solving Project: The team was formed to resolve a specific problem; the team will focus on root cause(s) of the problem and solutions to resolve the problem.

Continuous Improvement Project: The team was formed to make improvements to an existing process; the team will focus on how improvement opportunities were identified and implemented to achieve goals.

Innovation or Best Practice Project: The team was formed to identify and implement an innovation or best practice; the team will focus on intelligent risk analysis and implementation.

These teams may use a wide variety of quality improvement methodologies and approaches, such as Six Sigma, Lean Manufacturing/Thinking, Total Quality Management, Best Practice Research, Innovation Management, etc.

WHAT'S IN IT FOR YOUR ORGANIZATION?

• Recognition for your employee teams and your organization's operational improvement activities.

• Use of criteria to assess the use of a systematic problem-solving process.

WHAT'S IN IT FOR PRESENTING TEAM MEMBERS?

• Develop competencies in communicating an improvement project using a comprehensive, effective and systemic approach.

• Enthusiasm and motivation.

• Learn from other presenting teams.

• Attending valuable workshops during the conference.

STERLING TEAM SHOWCASE PARTICIPATION
You are invited and encouraged to submit a team showcase application.

The Sterling Council is recruiting teams to present their problem solving, continuous improvement project, or innovation/best practice success stories at the Team Showcase. Submitting a team application identifies your organization as one that supports quality and systematic operational excellence practices. Further, it is a perfect way to formally recognize your team and organization for the team's accomplishment. This will also provide your team the opportunity to be recognized by the Sterling Council at the state Team Showcase in Orlando.

The Sterling Team Showcase Criteria provide concepts and guidelines for teams to show their approach to fulfilling the Sterling Criteria for Organizational Excellence. The criteria used by the showcase judges to evaluate the tools and techniques the team used and the results achieved is included on *page 8 of this document.*

How to participate in the Team Showcase – Two Easy Steps:

Step One: The first step for participation in the Sterling Team Showcase is to submit the Application of Intent. The **Application of Intent is located on Page 10** of this document. The Application of Intent should be emailed to **registration@thesterlingcouncil.org by March 31st,2024.**

Step Two: The next step of participation is to submit the full application in Microsoft PowerPoint format to the Sterling Council. The applications should be emailed to **registration@thesterlingcouncil.org no later than May 1st, 2024.**

The guidelines for the team showcase are on *page 5* and are available at www.floridasterling.com. During the first phase of the judging process, the PowerPoint application is scored against the Criteria in Categories 1 through 6 by a team of experienced independent judges. The Judges will select up to six teams that best meet the Team Showcase Criteria from all applications presented. Those teams are then eligible to compete at the annual Sterling Conference Team Showcase in Orlando.

TEAM SHOWCASE GUIDELINES

A. Eligibility Requirements

Any organization, large or small, service or manufacturing, health care or education, not-for-profit, military unit, public or private located in Florida or Georgia is eligible to sponsor a team. Teams will consist of three to ten members, including a leader, mentor and/or facilitator. Teams may be quality circle, task force, cross-functional, vendor/supplier, and process or leadership types. There is no limit to the number of teams any one organization can enter in the competition. However, each team requires a separate application.

Projects submitted must show principles and techniques of improving quality and process operational excellence through team participation. Teams selected by the Judges during the first phase of the judging will be expected to take part in the state level team showcase.

B.   Instructions on Completing Your Application

Each team will electronically submit their presentation using the Microsoft PowerPoint format. The PowerPoint presentation will be provided to the Sterling office with speaker notes/supporting text. Charts and/or graphs that support the team's project may be included.

• A minimum of 10 PowerPoint pages should be presented; there is no maximum number of pages, however all pages must be used in your 12-minute presentation.

• PowerPoint pages should not contain more than a maximum of two charts per page, clearly labeled, and referenced.

• PowerPoint page notes/supporting text must not be smaller than 10 point font.

• Notes telling the story on each page should be in bullet format to save space and verbiage.

C. Sterling Conference Presentation Guidelines - Thursday

Each team presents their project "live" to a Panel of Judges and an audience of guests and Conference attendees.

• Presentation will not exceed 12 minutes in length.

• A minimum of three team members must take part in the presentation.

• Presentation must be in Microsoft PowerPoint.

• The presentation is worth 10 points and will be evaluated by three main components:

      o   **How Well Did You Tell Your Story (3 points)**

      o   o **What Lessons Did You Learn (4 points)**

      o   **Visual Presentation (3 points)**

Note: Video clips are discouraged in presentations; because of equipment available at the showcase the technology may not work. The score, as determined by the Judges, is based on the presentation of the team's work – not on technology used in the presentation, costumes, theatrics, stagecraft, or acting. Use of props is encouraged. Props can be anything that helps animate your team's story. However, props that need interaction with the audience are discouraged.

The Sterling Team Showcase Coordinator is available to help teams in their preparation for the oral presentation at the Sterling Conference. The Coordinator can help a team by answering questions, providing information at all phases of the process, and assisting with practice presentation sessions. Each selected team is encouraged to make presentations to different audiences as they prepare for the Sterling Conference.

D. Application Evaluation and Selection of Showcase Participants

Projects selected must show tracking from origin to implementation, including measurable results. Emphasis should be on team improvement/problem solving, and team conclusions. Projects must show principles and techniques of improving quality (defects-per-unit, cost, cycle-time, communication, customer satisfaction, etc.) through participation.

E. Judging at the Sterling Conference Team Showcase

Qualified Sterling Examiners, team process experts, and other quality and process improvement and management professionals will be selected by the Sterling Council office to serve as judges. Score sheets will be completed by each judge and a consensus meeting will be held by the judges before the Team Showcase to determine consensus scoring levels for all criteria in categories 1-6. The written application accounts for 75 percent of the overall score. The oral presentation given at the Conference Team Showcase will account for 25 percent of the total score. An official scoring entity will tabulate those scores for Categories 1-7.

On the ***Tuesday prior to the Sterling conference***, the teams will meet at the hotel individually with the Judges. These meetings will be coordinated with the rehearsal so your team isn't scheduled to rehearse and meet with the Judges at the same time. The Judges will ask questions of the teams that emerged during the consensus process. The questions will apply solely to the application and will relate to the criteria. The intent of the question and answers portion is to clarify information related to the project. Each team will be allotted between 15-20 minutes of questions and answers. The entire team may be present during this session, but participation is restricted to only those team members listed on the written application. Any listed member of the team may answer a question. The team may not bring any extra supporting information into the session. The team will not be allowed to make any statements, and can only respond to specific questions. It is recommended that each team bring one or more copies of their written applications with them so they can refer to it as needed to help answer the Judges questions.

On completion of the interviews, the Judges will decide the final consensus scores based on the application/interview. Each team will have a single score.

F. General Information

Each team selected by the Judges will compete at the Sterling Conference and is responsible for all costs, including but not limited to conference registration, transportation, lodging, and/or tickets for the Awards Banquet. The team showcase application is attached. Please complete and submit it electronically to the Sterling office showcase coordinator within the prescribed time frame to compete at the state-wide showcase level. Detailed information on the team showcases in available at www.floridasterling.com.

Thank you

TEAM SHOWCASE CRITERIA & SCORING GUIDELINES

Written Application Categories 1 - 6 (30 points possible)

The Team Showcase is a presentation-based process structured around six key categories as follows:

• Project Selection

• Problem Statement and/or Goal Statement

• Root Cause Analysis, Research or Identification of Improvement/Innovation Opportunitie**s** (use of tools, techniques and data)

• Selection of Final Solution, Best Practice, Improvement or Innovation

• Implementation

• Results

The PowerPoint presentation with notes will be submitted to the Sterling Council which explains the criteria as described below. To facilitate the judging process, the notes section of the PowerPoint must be included.

1. Project Selection (5 points possible)

The Project Selection focuses on both why and how a project was selected, including explaining the importance of the project as it relates to the organization to potential project stakeholders and organizational goals, performance measures and strategies.   NOTE: The project may have been selected by the team or assigned by management. Regardless of who selected the project, your team should clearly describe how the project was selected including any data and information used in the selection.

2. Problem and Statement and/or Goal Statement (5 points possible)

Explain how the project supports/aligns with the organization's goals, performance measures, and/or strategies. Identify the affected organizational goals, performance measures, and/or strategies, and the type and degree of impact expected and how these were determined.

3. Root Cause Analysis, Research or Identification of Improvement/Innovation Opportunities (5 points possible)

Explain the approach/process the team used to identify the potential root cause(s)/potential best practices/or other potential improvements or innovations.   Describe the process, methods, tools and data used, and how stakeholders were engaged in this process.

4. Selection of Final Solution, Best Practice, Improvement or Innovation (5 points possible)

Explain how the team selected and validated the final solution, best practice, improvement or innovation. Describe the process and data used (such as pilots, intelligent risk analysis, etc.) and describe the tangible and intangible benefits that are expected to be realized.

5. Project Implementation (5 points possible)

Explain how they planned for and implemented the final solution, best practice, improvement or innovation, including an explanation of how the team achieved buy-in for implementation, how the team measured the results associated with implementation, and how the team ensured the results would be sustained.

6. Results (5 points possible)

Describe the results achieved, presenting these in order to clearly demonstrate the performance before and after the project, and attempting to demonstrate a relationship between the project and the actual results. This should include both tangible and intangible results realized and the impact on organizational goals, performance measures and strategies described in Sections 1 and 2. Explain how these results were shared with stakeholders.

TEAM SHOWCASE CRITERIA & SCORING GUIDELINES Oral Presentation Category 7

Category 7: Presentation (10 points possible)

1. **How well did you tell your story** (from project section through results).

2. **What lessons did you learn** (including team members' personal/professional growth, organizational transformation based on lessons learned, and why this creates a learning opportunity for the audience).

3. **Visual Presentation** (including charts, graphs, costumes, props and other aids) that present a visual and aesthetic effect.

Notes:

Team presentations are a maximum of **12 minutes**. Points may be deducted for exceeding the time limit.

Teams are allowed to use PowerPoint Presentations, props, costumes, and other aids to strengthen their presentations. Be careful not to substitute technology for substance in presenting your team's projects.

The showcase coordinator will provide technical support to teams as they prepare the presentation.

THE STERLING COUNCIL

2024 TEAM SHOWCASE APPLICATION OF INTENT

Team Name: _____

Team Point of Contact: _____

Team Company/Agency: _____

Address: _____

_____

_____

Telephone Number: _____**Fax:**_____

E-Mail: _____

Team Members: (list)

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Date Project Started: _____

Project Description (*Maximum of three sentences* describing the project):

_____

_____

_____

Please email your completed Team Showcase Application of Intent
registration@thesterlingcouncil.org by March 31st, 2024.

Note: The Written PowerPoint Application is due May 1st, 2024 and full Team Showcase PowerPoint due May 20th, 2024.

THE STERLING COUNCIL

2024 TEAM SHOWCASE APPLICATION

Team Name: _____

Team Point of Contact: _____

Team Company/Agency: _____

Address: _____

_____

_____

Telephone Number: _____ **Fax:** _____

E-Mail: _____

Team Members: (list)

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Date Project Started: _____

Project Description (*a brief description of your project including purpose and results*) **200 word limit: (This information may be used in promotional material):**

_____

_____

_____

_____

Your PowerPoint Presentation/Application responding to each question in the Team Showcase Criteria for Categories 1-6 must be uploaded to Box by May 20th, 2024.