

Weekly Huddle Board Standard Work

For use by Partners in Public Innovation and its Clients

Date: 04/23/2024

(created or last updated)

Created By: Ryan Hunter

Revised By: Tiffany Archuleta

Revision Number: 3

Purpose: We huddle to practice regular communication and continuous improvement. It helps us become better problem solvers and value the importance of data. This Huddle Board is a visual representation of these efforts.

#	Major Steps	Details
1	Purpose	Read "Purpose" above.
2	Work-in-progress: Review JDIs	Briefly review "Just Do Its (JDIs)." Any barriers to moving forward? Indicate a date when the next update on the work can be anticipated to share with the team. Continue to update the date if work is not completed. Move completed work to the "Improvement Ideas Implemented" section and mark off on the Implemented Monthly Count Chart.
3	Work-in-progress: Review A3s and big projects	Acknowledge new steps taken on A3-level and updates on big projects. Any barriers to moving forward? Indicate a date for anticipated update.
4	Review New Ideas	Read aloud any new improvement ideas.
5	Prioritize New Ideas	Sort new ideas into the appropriate box on the Impact/Effort matrix.
6	Choose New JDIs/A3s	If the team has capacity to take on a new improvement idea (based on completion of a JDI or A3), choose an appropriate idea from the impact-effort matrix and ask for a volunteer to lead the efforts. Choose the oldest idea in the Low/Low area of the matrix first, and then work clockwise around the matrix when selecting ideas. Only assign as a JDI if someone volunteers. Do NOT work through the specific task and due date during the live Huddle. Instead, ask the volunteer to stay after the Huddle to complete this info.
7	Update on strategic goals	Update data for strategic goals and review current plans underway to achieve the goals.
8	Celebrations	Read new celebration tags/notes. Ask the group if there's good work that needs to be celebrated. Accomplishments, thanks, innovations, etc. End on a positive note!
9	Plus-delta on huddle (temporary)	As the team launches, spend 1 minute thinking about what worked well and what didn't work well on Huddle Board.

