SINGAPORE PRODUCTIVITY ASSOCIATION

Team Excellence Assessment
Guidelines

Rev 1.0
14 January 2019

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innovation & quality circles

Project Report Summary

1. Maximum of 2-page report summary (Includes Annexes, excluding cover page)
2. Provide salient points in 5 assessment dimensions – Selection, Analysis, Solution + Implementation, Results and Team Management
3. Provide Team's Particulars
   a. Name of Team
   b. Name of Company
   c. Project Title
   d. Name list of Team Members and their Designations

Name of Team:	
Company Name:	
Project Title:	
The Team:	Team Facilitator (Optional) - #Name1# Team Leader - #Name2# Team Members - #Name 3# - #Name 4# - #Name 5#
Project Brief	
A. Selection	
B: Analysis	
C: Solution + Implementation	
D: Results	
E: Team Management	

Project Report Presentation Template

1. No limit to the number of PowerPoint presentation slides
2. Indicate the criterion statement and code for each respective slide
3. Indicate clearly the running number for each slide
4. Full presentation slides are to be submitted to SPA at least 2 weeks before the actual day of TE Assessment
5. No additional and/or amended presentation slides after submission will be entertained.
6. Team is to send in their slides in both PPT and PDF.

1. Project Selection

Code 1A: Describe the method and/or tool used to select the project, and explain the criteria used

- Presentation points here

2. Project Analysis

Code 2B: Describe the method and/or tools used to identify possible root causes; and explain team's analysis of data to verify them.

- Presentation points here

Project Presentation Procedures

1. Closed door Assessment
2. Audience allowed are Team members, facilitators and 3-4 department's representatives
3. Participants are requested to bring along their own laptop and audio/visual equipment, including their own adapter (Presentation room uses VGA port)
   a. VGA to HDMI adaptor
   b. VGA to DP adaptor
   c. Other kinds of adaptors
4. Suggested number of presenters: 2 and more
5. Teams are required to be present and register 30 mins before actual scheduled time
6. Certificates will be awarded for the team. Team members' name will be listed in the certificate *(See certificate template behind)*

Project Presentation Format

1. Setup of laptop & equipment: 1 minute
2. Team Project Presentation: 20 minutes
3. Assessors' clarification – 5 minutes

Assessment Criteria

Code	Criteria Item	Score
1	**SELECTION (4 items @ 5 points = 20 points possible)**	**20**
1A	Describe the method and/or tool used to select the project, and explain the criteria used	
1B	Explain the reasons why the project was selected.	
1C	Describe how the stakeholders were identified; and the potential impact on stakeholders was determined	
1D	Describe the method and/or tool used for target setting; and explain how the team linked the project target to organization business / operational goals.	
2	**ANALYSIS (3 items @ 5 points = 15 points possible)**	**15**
2A	Describe the existing situational problem/practice	
2B	Describe the method and/or tools used to identify possible root causes; and explain team's analysis of data to verify them.	
2C	Describe the method and/or tools used to select the final root causes; and explain team's analysis of data to select the final root causes	
3	**SOLUTION + IMPLEMENTATION (6 items @ 5 points = 30 points possible)**	**30**
3A	Describe the method and/or tools used by the team to develop possible solutions; and explain the team's analysis of data to establish the possible solutions.	
3B	Describe the method, tools and criteria used to select the final solution(s) and explain team's analysis of data to validate them.	
3C	Explain why the final solution(s) were innovative	

3D	Describe how the various types of concerns were identified and addressed by the team; and explain how stakeholder buy-in was ensured.	
3E	Describe the plan developed by the team to implement its solution(s); and indicate the types of internal and external stakeholder involvement in implementation.	
3F	Describe the creation and installation of procedure and system for measuring and sustaining results over time.	
4	**RESULTS (4 items @ 5 points = 20 points possible)**	**20**
4A	Describe the types of tangible and intangible results that were realized	
4B	Explain how the project result(s) achieved are linked with the organization's goals, performance measures and/or strategies	
4C	Describe the overall impact of the project achievements to organisaton and stakeholders	
4D	Describe how the results of the project have created spin-off for other opportunities and / or display continual improvement efforts.	
5	**TEAM MANAGEMENT (3 items @ 5 points = 15 points possible)**	**15**
5A	Explain how the team members were selected and how they were involved throughout the project	
5B	Explain how the team managed its performance to ensure it was effective as a team	
5C	The team will be judged on the clarity and organization of its presentation	
	TOTAL SCORE	**100**

Criteria Rating Table

0 point	Not mentioned
1 point	Unclear
2 point	Below average (Not fully meeting criteria)
3 point	Average (Meet criteria)
4 point	Above average (Exceeds criteria)
5 point	Excellent (Clearly exceeds criteria expectations)

Award Tiers

Star Award	90 – 100 points
Gold Award	75 – 89 points
Silver Award	60 – 74 points
Bronze Award	50 – 59 points
Certificate of Participation	0 – 49 points

SINGAPORE PRODUCTIVITY ASSOCIATION

C E R T I F I C A T E

PRESENTED TO

#TEAM NAME#

#COMPANY NAME#

ACHIEVING

#AWARD TIER#

TEAM EXCELLENCE ASSESSMENT

25 – 29 MARCH 2019

Dr Ahmad Mohamed Magad

Date of Issue:

Serial No:

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Certificate Template - Back

 #TeamName#

Team Facilitator (Optional)
- #Name1#
Team Leader:
- #Name2#
Team Member:
- #Name3#
- #Name4#
- #Name5#
- #Name6#
- #Name7#

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Date of Issue:
Serial No: