

## CI Implementation Roadmap for Leaders

Use this checklist to guide you through the initial implementation of CI with your team. It includes a description of each step you should take along with the timing during the first 8 weeks of your implementation. Complete these steps as outlined and be confident you are off to the right start.

Step #	Step Description	Timeframe
1	Openly discuss what continuous improvement is and why you want to do it as a team.	Start/launch
2	Share your vision of what you want to achieve.	Start/launch
3	Challenge each team member to start by making one improvement.	Start/launch
4	Begin Standard Continuous Improvement training	Week 1-2 of implementation
5	Complete 1-2 improvement projects per person. Goal is to have 5-10 complete in first 8 weeks across your team.	Week 2-8 of implementation
6	Discuss results of first 8 weeks and ongoing expectations for the team. Target one project per month or every other month or quarterly.	Week 8-9
7	Maintain focus on completing projects at a steady, constant pace	Ongoing