Official Team Day 2009 Application Packet

We encourage your participation in *Quality Oklahoma* Team Day 2009. Registering your successful agency team project is an excellent way to recognize the diligence and innovation of your employees!

The event will be held Tuesday, May 5, 2009, at the state capitol. ***The registration deadline is March 27, 2009***. The Office of Personnel Management hosts Team Day to recognize employee innovation, collaboration, and accomplishment. We are excited about this year's event and look forward to working with you.

Agencies may participate by applying for a *Commendation for Excellence* or by registering for a *Booth-Only Display*. Commendation applicants are **required to display your agency project** on Team Day. Booth-Only participation is offered for agencies that wish to exhibit without applying for a commendation. You will receive the same booth space as commendation applicants, but will not be considered in the award selection process.

If you are applying for a commendation, please complete the *Application for Governor's Commendation for Excellence*. Selection criteria are included in this packet to assist you in the process. Agencies may submit material for as many projects as desired. It is possible to receive multiple commendations! Since we cannot give repeat commendations for the same project, we encourage you to display last year's winners through the Booth-Only Application. Members of previously winning teams may submit new projects each year. If your desire is just to share your successful project and not apply for a commendation, use the Booth-Only form.

If you need more information, please contact Joyce Smith, *Quality Oklahoma* Coordinator at (405) 522-3617. Before mailing your packet, please verify that you have completed the following:

Team Day Check List

- ❑ Appropriate form *(Award or Booth-Only)*
- ❑ Equipment form *(required for all applications)*
- ❑ Contact person's name and information
- ❑ Names of your team members
- ❑ Names of your agency partners *(if applicable)*
- ❑ Short paragraph summary of your project
- ❑ Sign and date the affirmation statement

Preparation Recommendations

These are recommendations to help you prepare your application for *Quality Oklahoma* Team Day 2009.

- Your team must have successfully accomplished an agency project, documented to:
  - ☞decrease costs
  - ☞generate revenue
  - ☞reduce time
  - ☞improve customer service and satisfaction
  - ☞greatly improve employee morale
  - ☞cut red tape
  - ☞better manage resources
  - ☞create partnerships with other organizations
- Limit the application to two typed pages. Use no smaller than an 11-point font.
- You should explain your situation in simple language. Presume the reader does not have knowledge of your agency. Avoid the use of **jargon** on this application. If you use **acronyms**, explain them in the first usage.
- Follow the criteria and instructions listed on the application.
- Tell how a problem was discovered or an idea came to be.
- Tell how you worked to change it. Include timelines, cost/saving factors, evaluations, processes used, etc.
- Results are important. Outputs and outcomes are not as important as the fact that you accomplished greatness for your agency, but they do matter. Convert work hours to savings by using an average or job specific salary. Do the same for other measurements – megawatts, money and/or supplies saved, equipment rendered unnecessary, etc.
- Your summary is required and is restricted to 125 words or less.
- ***Meet the deadline – March 27, 2009.*** Every submission is date-stamped when received.
- Be sure to list your team members. *One person does not a team make*.
- List your partners, being sure to tie in how they contributed to the project.

Evaluation Criteria

After reading your material, selection committee members should know the purpose of your project, the process you took to find a solution, the intended or projected outcome *and* the results. Applications will be evaluated based on the following criteria:

- **Uniqueness or Originality—**Is your project unique to your agency, not just your facility? Has this project already been recognized as completed by another agency?
- **Use of quality processes, methods or tools**—What were your goals? How did you decide on an action plan? Explain the process used, especially how you utilized the quality improvement process, problem solving process, and/or quality tools.
- **Measurable Results**—Discuss outputs, outcomes, and /or any other specific measurements that document success. Quantify your results as much as possible. Use "before and after" comparisons. Describe measurements in terms of numbers, percentages, work hours saved, processes made easier, survey results, number of complaints, etc. Share the impact of the success of your project and its value to your customers. Up to two additional pages of charts, diagrams, photos, or graphs may be attached to your application. (No notebooks please.) Explain these visual aids in the body of your application.

Additional information for the *Quality Oklahoma* Team Day 2009 *Commendation for Excellence* Award may be obtained by calling **Joyce Smith at (405) 522-3617.**

Please note: Commendation applicants are REQUIRED to exhibit your agency project on Team Day.

Quality Oklahoma Team Day 2009
Application for "Commendation for Excellence"

State Agency: _____

Address: _____
Street Address City/State Zip

Project Name: _____
As it should appear on a commendation

Person to Contact: _____

e-Mail Address: _____

Telephone Number: (_____) _____ FAX: (_____) _____

This is a: ☐ new application ☐ updated, resubmitted application

Affirmation: The information and/or any appendices submitted in this application packet for *Quality Oklahoma* Team Day is/are true and accurate to the best of my knowledge.

Signed _____
(e-Mailed copies must be followed up by mailing a copy of this signed form.)

Include the following requirements with your application:

I. (a) The names of all individuals involved in this agency project and, if appropriate, the agencies or departments they represent. (b) The names of partners, if any, involved in this project. (A & B can be a separate page.)

Limit to 2 pages

II. A brief description of the issue your agency attempted to solve and why it was important to find a solution.

III. Specific actions taken in order to solve the problem or address the issue, including the use of quality tools and processes, if applicable.

IV. The results or outcomes of your project. This includes income gained, savings, production, positive changes, or any other measures you use to determine success.

V. The name, address and telephone number of your local newspaper, if you are willing to have information released to your local newspaper concerning your involvement in Team Day 2009. (This can be a separate page.)

VI. A summary or abstract of your application is required and is restricted to 125 words or less. (This can be a separate page.)

VII. The completed EQUIPMENT NEEDS FORM.

Mail to: **Joyce Smith**
Office of Personnel Management
2101 North Lincoln Boulevard
Oklahoma City, OK 73105

FAX to: **(405) 522-1752**

e-Mail to: **Joyce.Smith@opm.ok.gov**

Please direct additional Team Day inquiries to Joyce Smith at (405) 522-3617.

****Please note: Commendation applicants are REQUIRED to exhibit your agency project on Team Day.***

Quality Oklahoma Team Day 2009
Booth-Only Registration

Complete this registration only if you **are not** applying for a "Commendation of Excellence," but your agency still wants to exhibit at the *Quality Oklahoma* Team Day event.

State Agency: _____

Address: _____
Street Address City/State Zip

Project Name: _____
As it should appear on the program

Person to Contact: _____

e-Mail Address: _____

Telephone Number: ( ) _____ FAX Number: ( ) _____

Affirmation: The information and/or any appendices submitted in this application packet for *Quality Oklahoma* Team Day is/are true and accurate to the best of my knowledge.

Signed _____
e-Mailed copies must be followed up by mailing a copy of this signed form.)

Include the following requirements with your application:

I. The names of all individuals involved in the improvement initiative and, if appropriate, the agencies or departments they represent.

II. A summary or abstract of your project, restricted to 125 words or less.

III. The name, address and telephone number of your local newspaper, if you are willing to have information released to your local newspaper concerning your involvement in Team Day 2009.

IV. The completed EQUIPMENT NEEDS FORM.

Mail to: **Joyce Smith**
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Quality Oklahoma Team Day 2009
Equipment Needs Form

This form is required for **all** participants (Booth-Only & Commendation applicants).

Project Name: _____

Contact: _____ Phone: _____

E-mail Address: _____

One table and two chairs are automatically provided. If you need more, please indicate the numbers below and your team's equipment needs. Not all exhibit booths have electrical or internet access. Be specific about your needs. We will try to accommodate you. We can only provide one electrical outlet per team.

We cannot supply:

- Easels
- Table coverings or skirting
- Audio or video equipment
- Extension cords
- Power strips
- Computer tables

State capitol building codes require ***heavy-duty, insulated*** **extension cords.**

EQUIPMENT	**DETAIL**	**TOTAL**
Our space will be very restricted this year. Each exhibit is limited to one table and no more than three chairs.		
EXTRA TABLES: *(1 provided)*	**********	___1____
EXTRA CHAIRS*: (2 provided)*	2 + _____	_____
ELECTRICAL OUTLET: *(Circle One)*	Yes No	
(Electrical outlets may not be available. You will be notified.)		
INTERNET CONNECTION: *(Circle One)*	Yes No	
(Internet connection may not be available. You will be notified.)		

WE NEED TO LOCATE NEAR:
(Please indicate project name and agency if you must pair with another group. We will ***try*** *to accommodate you.)*

Booth assignments are made prior to the event, and will not be changed on Team Day. Make certain you have listed all of your team's requirements on this page. Find your booth location at the check-in table. We look forward to seeing you at the capitol on Team Day!

Return this form, along with your application, no later than **March 27, 2009.**

Mail to: **Joyce Smith**
Office of Personnel Management
2101 North Lincoln Boulevard
Oklahoma City, OK 73105

Fax to: (405) 522-1752

e-Mail to: Joyce.Smith@opm.ok.gov