Welcome to the **GRQC Team Excellence Award Application**. By virtue of your pursuit of this award, you are demonstrating your commitment to applying team-based improvement methods and tools for continuous improvement and performance excellence. Refer to the **Team Excellence Award Overview** document for additional information and support as you fill out this application.

*Tip: Download this application file and save it under a new name. Send the completed file to* *awards@grqc.org*.

**Organization Profile**

Please complete the following to provide a brief overview of your organization.

|  |
| --- |
| Official Organization Name:  |
| *Type the organization name here* |
| Project Title: |
| *This is the name that would be printed on an award (maximum character limit: 90)* |
| Department Name: |
| *Type department name if applicable* |
| Application Contact Information*Primary point of contact for application*  | Name:Email: Phone: |
| Video Spokesperson Information*Contact for video content if a showcase video is created* | Name:Email: Phone: |

**Organization Profile (continued)**

|  |  |
| --- | --- |
| Organization Sector  | Check one[ ]  Not for Profit[ ]  Business[ ]  Healthcare[ ]  Government[ ]  Education |
| Organization website (URL): |
| *Type the organization website URL here* |
| Is your application on behalf of your entire organization or a subset within your organization (e.g., a business unit, department, ward, floor, grade, building, plant, region, subsidiary, etc.)? Please explain the key management links if the applicant organization is part of a larger parent organization. |
|  |
| Applicant organization description (please provide a brief description of the applicant organization’s employee base, locations, products and services, customers and, if applicable, the regulatory environment under which you operate). |
|  |
| Organization logo jpgPlease attach jpg file of organization logo in both color and black & white. Logo will be used for showcase presentations and marketing.  |
|  |

**Team Excellence Application Questions**

As described in the Overview, the questions are broken down into five categories, four related to the team’s processes and one category related to the team’s results. The questions are presented by category, with room for you to enter your responses. Each answer section has an expandable text box to allow you to enter your answer. You may also paste in images and other information. Please try to limit your text responses to fewer than 400 words per question.

**Process Categories (1.0 – 4.0)**

**1.0 Team Description and Purpose**

Please describe the team’s purpose; i.e.: reason(s) it was established. Include the following:

1. Team’s Purpose (e.g.: solve a problem, achieve a goal, improve a process, etc.) Note: If this is a cross-functional team (i.e.: multiple departments or workgroups) please specify this in your description.

Click or tap here to enter text.

1. What was the problem statement or goal of the project?

Click or tap here to enter text.

1. What quantifiable/measurable benefits were expected from the team’s work; how was success to be measured (e.g.: measurable $ savings; indirect benefits such as resources redeployed; intangible, but beneficial – e.g. improved employee morale, better internal culture, etc.) Note: there can be more than one type of benefit.

Click or tap here to enter text.

1. Who were the primary customers and key stakeholders of the team outputs?

Click or tap here to enter text.

1. What was the expected impact on the overall organization’s performance and results?

Click or tap here to enter text.

1. What was the timeline for the team’s work? E.g.: project start & end dates. (If the team is an “ongoing” group, please indicate this and describe the reasons why.)

Click or tap here to enter text.

1. List the team members: names, titles, roles & responsibilities on the team.

Click or tap here to enter text.

**2.0 Team Leadership**

1. How did the team leader ensure alignment of the project’s goal with the organization’s vision, mission and values? (Note: If this is a cross-functional team project, describe how the leader ensured alignment across groups.)

Click or tap here to enter text.

1. If a Team Sponsor was assigned, describe how the team and team leader communicated with the sponsor.

Click or tap here to enter text.

1. Describe the sponsor’s role. (e.g.: setting the goal, providing resources, removing barriers, approving changes, etc.).

Click or tap here to enter text.

1. How did the team leader (and sponsor if applicable) ensure a safe, open environment for members to share ideas, brainstorm together, pilot new processes, and learn from their time on the project?

Click or tap here to enter text.

1. How did the sponsor, team leader and senior leaders recognize the team and results achieved?

Click or tap here to enter text.

1. How did leaders communicate project results across the organization and to key stakeholders?

Click or tap here to enter text.

1. How did participation on the team contribute to employees’ careers and enable them to gain knowledge and skills that can benefit the organization in future leadership roles?

Click or tap here to enter text.

**3.0 Project Management Methods, Tools, Use of Data**

1. What project management methods, if any, were used (e.g.: Lean, Six Sigma, Project Management, Agile, Change Management, Other?) by the team? Describe how the methodology was deployed by the team. How did you acquire, analyze and use data? (Include comparative / competitive benchmarking data if collected)

Click or tap here to enter text.

1. What tools did you use to analyze data and how was data used to make decisions?

Click or tap here to enter text.

1. What key performance measures or indicators did you use to track progress and the overall effectiveness of the team?

Click or tap here to enter text.

1. Describe how the team ensured improvements were implemented and sustained over time.

Click or tap here to enter text.

**4.0 Voice of the Customer**

1. How did the team gather voice of the customer to identify problems, gather customer requirements, identify opportunities, etc.? Please describe.

Click or tap here to enter text.

1. Were external and/or internal customers engaged for the project? Please describe.

Click or tap here to enter text.

1. If applicable, how does the team engage customers on an ongoing basis, to ensure their needs are met over time?

Click or tap here to enter text.

**5.0 Results**

Report applicable results based on the specific project’s goals and scope. Provide results in clear, concise graphic format whenever possible. Show trends over time and before/after results of the project’s impact. Refer to **Overview** document for examples of results.

Click or tap here to enter text.