

Flood Plain Kaizen Event Agenda

March 22 -24, 2005
Daily: 7:30 AM to 5:00 PM (4:00 PM on 24th)
Wallace State Office Building
Conference Room 4E

Scope	Flood Plain Permit Review Process – Requiring Calculation of the Floodway and Q100 Elevation.	Event Goals(s)	<ol style="list-style-type: none"> 1. Reduce permit lead time by 30%. <ul style="list-style-type: none"> • Increase percentage of complete applications. • Increase applications containing correct H&H. • Reduce occurrences of unauthorized construction. 2. Improve project status tracking.
Objective	Protect life and property from floods, and promote the orderly development and wise use of the state's flood plains.		

Participants

Team Leader	Scott Vander Hart
Sub-Team Leader	Kelly Stone
CI Facilitator	Julie Chang
FP Staff	David Allen, Bill Cappuccio, Jeff Simmons, and Wayne Wiksell.
Customers	Suresh Kumar (DNR – Wastewater), Don Labate (DNR – Engineering & Reality), Chin-Ta Tsai (IDOT) , Mark Land (Snyder & Associates), and Adam Bullerman (Snyder & Associates)

Agenda

March 22

1. Welcome/Overview	7:30 AM	Scott and Kelly
2. Kaizen Introduction/Training	8:30 AM	Julie
3. Break	9:30 AM	All
4. Process Review	9:45 AM	All
5. Break	12 PM	All - Served in Room
6. Opportunity Identification/Ranking	12:30 PM	All
7. Afternoon Break	2:30 PM	All
8. Work Group Assignments	2:45 PM	Scott and Kelly
9. Work Group Planning	3:00 PM	Work Groups
10. Adjourn for Day	5:00 PM	All

March 23

1. Gathering/Daily Logistics	7:30 AM	Scott
2. Action Plan Discussion	7:45 AM	Work Group Leads
3. Work Session #1	8:15 AM	Work Groups – Break on own.
4. Work Group Progress Report	11:30 AM	Work Group Leads
5. Lunch Break	12 PM	All – Served in Room
6. Work Session #2	12:30 PM	Work Groups – Break on own.
7. Adjourn for Day	5:00 PM	All

March 24

1. Gathering/Daily Logistics	7:30 AM	Scott
2. Work Group Progress Report	7:45 AM	Work Group Leads
3. Work Session #3	8:15 AM	Work Groups – Break on own.
4. Work Group Progress Report	10:15 AM	Work Group Leads
5. Review/Revise Action Plan	10:45 AM	All
6. Lunch Break	11:45 AM	All – Served in Room
7. Prepare Presentation	12:15 PM	All
8. Practice Presentation	2:30 PM	All
9. Present Event Results	3:00 PM	All
10. Adjourn the Event	4:00 PM	All