



Geological Survey Kaizen Event Report Out

“Grounded” in the Future

October 29-November 2, 2007

The Team



Team Members

Eric O'Brien

- Bob Libra
- Bob McKay
- Claire Hruby
- Eric O'Brien
- Tom Wilton
- Jean Prior
- Jennifer Nelson
- Jeff Franklin
- Jeff Kopaska
- Tim Hall
- Russ Tell
- Sherm Lundy
- Jeff Tisl
- Rob Middlemis-Brown
- Mike Burkart
- Dennis Ostwinkle
- Calvin Wolter
- Chad Fields
- Chris Ensminger
- Mary Howes

Background

Tim Hall

- Why?????

Scope

Jennifer Nelson

- This event will address creating a strategic approach to improve the effectiveness of the Geological Survey (collecting, archiving, analyzing and publishing information).

Objectives

Chris Ensminger

- Improve employee morale and job satisfaction
- Determine a way to inform all DNR about the Geological Survey
- Communicate to the customer base and upper management effectively
- When grant \$ is received, help the department understand implications of taking money from the Geological Survey budget

Objectives

Tom Wilton

- Define the needs (both short and long term) better on a statewide basis
- Communicate the short and long term needs better to senior management
- Determine the organizational structure of the Geological Survey

Goals

Chad Fields

- Tracking of budget to maintain the foundation
- Decrease the amount of unaccomplished base work by 50%
- Define what the base work is

Kaizen Methodology

Mike Rohlf

- Clear objectives
- Team process
- Tight focus on time
- Quick & simple
- Necessary resources immediately available
- Immediate results (new process functioning by end of week)
- 5S “mindset”, use the steps to support the event activities

SWOT Analysis

Claire Hruby

- Strengths
- Weaknesses
- Opportunities
- Threats

Common Themes

Calvin Wolter

- Basic Data Collection
- Data Analysis & Interpretation & Research
- Delivery and dissemination of products
- Communication-internal and external and collaboration
- Prioritization planning
- Staff Development
- Organizational Structure

Common Themes

Delivery & dissemination of products

Mary Howes

- Survey customers to find needs, wants, format of delivery
 - Establish baseline and repeat
- Maximize use of complimentary products offered by similar organizations
- Enhanced design of website to reach diverse “customers” at their levels of expertise
- Project plan should include plan to disseminate results
- Ensure work/product is relevant to Iowa natural resources

Common Themes

Data Analysis & Interpretation & Research

Mike Burkart

- What? Question & problem oriented
 - “Answering questions to solve problems”
 - Applied Research
- How?
 - Science based methodology
 - Appropriate staffing/staff priorities/collaboration
 - Problem ID & prioritization (external/internal review)
- Document problems & approach to solve them
 - Transparent cataloguing of problems/issue
 - Justification for addressing
- Products
 - Identify/Execute/Deliver

Common Themes

Prioritization planning

Bob Libra

- Standard Process-including “ongoing”
- “Advisory Board”
- Staff Expertise-Future thinking
- Well advertised-internal and external
 - Clear, effective communication for upper mgmt approval
- Define role of State Geologist
- Do not drop!!!

Common Themes

Basic Data collection

Russ Tell

- Identify gaps, over collection & duplication & address issues
 - Examples: small streams, water levels, gauging, etc.
- Identify partners qualified sources, collaborators & coordinating them
- Emphasis on digital collection
- Plan for transfer of paper archives to digital
- Accountability, timeliness, visibility

Common Themes

Communication-internal & external collaboration

Dennis Ostwinkle

- Internal (LT goals and ST projects)
 - IC to DSM and DSM to IC
 - Bureau meetings
 - Director to visit IC-informal discussions
 - IGS to communicate progress on projects etc.
- External
 - Narrow vs. broad appeal
 - Targeted to customers
 - Paper vs. web
 - Topo maps \$25K- 2002, \$1.5K-2007

Common Themes

Organizational Structure

Jean Prior

- Natural Science unit
 - Charged with basic natural resource info
 - Serves entire dept.
 - Assures long term focus over short-term
 - Assure science based information
 - Connections w/outside expertise
 - Has Statewide focus & scope
 - IGS=Seed, others; energy
 - Recommend establish formal committee to design
 - Identify some operational principles

Common Themes

Staff Development

Bob McKay

- Two types (new and existing staff)
- New
 - Focus on forecasted skill sets to be needed; targeted toward needs or forecasted need
- Mentoring & Training
 - Can apply to both new and existing staff
 - Broad based training to educate the staff person on the basic field/topics
 - Immediate needs training “very job specific”
- Specialized training

Homework-Rollout Plan

Bob Libra

Item	Item Description	Person Responsible	Due Date
1	Advisory Board	Tim Hall, Bob Libra	12/2
2	Data Analysis/interpretation	Mike B, Eric, Tom , Chad	12/2
3	Role of State Geologist	Bob L., Tim	12/2
4	Identify current projects	All	12/2
5	Criteria	All	1/2/08
6	Staff Development	Bob McKay	1/2/08
7	Communication	Bob Libra, all	12/2
8			
9			

Team Member's Experience

Jeff Franklin

Mike Burkart

Comments

Mike Rohlf

Comments

Jim Scott

**We welcome your
questions and comments!**