|  |
| --- |
| **Daily Management Visual Board** |
| **Who is the customer?** | **PLAN / DO****Plan To Do** | **CHECK****How I am Doing?** | **ACT****How I am Improving?** | **Successes** |
| **Staff and students of** **ASD-N** | Target for Pop-Ins and 1 hour visits:

|  |  |  |
| --- | --- | --- |
| **Month** | **Pop-ins (15-20 mins.)****Target** | **1-2 hour Visits****Target** |
| Sept. | 2 | 2 |
| Oct. | 3 | 3 |
| Nov. | 4 | 3 |
| Dec. | 3 | 2 |
| Jan. | 4 | 3 |
| Feb. | 4 | 2 |
| Mar. | 3 | 2 |
| Apr. | 4 | 3 |
| May | 4 | 3 |
| June | 2 | 2 |
| Total | 33 | 25 |

 |  | **Issues Identified** | November – This is the first month that I was unable to complete all of my scheduled visits. I did make the 3 longer visits, but was only able to get in 3 pop-in visits. This was due to a large number of meetings that were scheduled for November. I will have to work extra hard in December to get all my visits in and I already have several days that are booked for meetings, so doing so is going to mean to really prioritizing. Education is my priority, so I have to make it so. I also need to look at the best time to schedule visits so that I can speak with teachers while I am at the school. This means being present during lunch hour or after school when more teachers are free. I don’t like to interrupt when teachers are teaching, nor do I like to take up all of one or two teacher’s preparation time. |
| **Work in Progress**  | **Just Do It** | **Improvement Meeting** | **Kaizen** | **Lean Six Sigma** |
|  |  |  |  |
| **What is the process?** | **What I am Doing?** | **What Got In the Way?** |
| **Visit schools to:*** **Talk to students and teachers about the district’s vision and goals.**
* **Identify barriers to achieving them**
* **Identify strategies to mitigate barriers using performance management tools.**
 | Actual Results for Pop-Ins and 1 hour Visits:

|  |  |  |
| --- | --- | --- |
| **Month** | **Actual****Pop-ins** | **Actual****1-2 hr. Visits** |
| Sept. |  |  |
| Oct. |  |  |
| Nov. | 3 | 3 |
| Dec. |  |  |
| Jan. |  |  |
| Feb. |  |  |
| Mar. |  |  |
| Apr. |  |  |
| May |  |  |
| June |  |  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | X |  |  |  |  |  |  |  |  |  |  |  |
| What Got In the Way? | Meetings | Storm | Emergency  |  |  |  |  |  |  |  |  |  |

 | **Implementing**  |  |  |  |  |
| **Completed**  |  |  |  |  |