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| **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** |  |  |  |  |