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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** | Storm days in December interfered with my ability to get all my visits in for the month. Will have to work harder in January. |
| **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. | 8 | 3 |
| Oct. | 3 | 3 |
| Nov. | 3 | 3 |
| Dec. | 2 | 2 |
| Jan. |  |  |
| Feb. |  |  |
| Mar. |  |  |
| Apr. |  |  |
| May |  |  |
| June |  |  |

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

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