

Seven Questions for Effective Daily Work Management

1. Is employees of a specific function aware of **Mission** of their Function (Purpose of their department)?
2. Is the department **Leader** established **Key Performance Indicators** (KPIs) aligned with organization goals and Department Mission ?
3. Is Standard Operating Procedures (SOPs) established for effective functioning of the department and Is **adequate** to achieve the Department **Mission** and **KPIs** ?.
4. Is **all** the employees aware of the above 3 points and **contributing** for the same ?
5. Is the Key Performance Indicators (KPIs) of the function are **tracked** and **trends** are available in the form of a **dashboard** ?
6. Is the Gaps between target and actuals addressed **timely** manner with clear action plans ,target dates and **Responsibility** ?
7. Is the department making continual improvements using combinations of **PDCA** and **SDCA** cycle ?

Caution : Without Daily Work Management , Breakthrough improvements will not take-off

Note : This can be used as a questionnaire to ensure all functions are clear about all 7 points