



# KICK-OFF UBT COMMITTEE MEETING (1 HOUR)

LEVEL 1  
TOOLS

Launching



## AGENDA



### Welcome & Review/Finalize UBT Charter (Co-sponsors & Co-leads)

- ✓ 10-minute presentation
- ✓ 5-minute questions



### Review Department Performance, Metrics & Goals (Management Co-sponsor)

- ✓ 10-minute presentation
- ✓ 5-minute questions



### Orient UBT Members: (Coach & Co-leads)

Abridged version of Interest-Based Problem-Solving,  
Consensus Decision-Making

- ✓ 10-minute presentation
- ✓ 5-minute questions



### How to choose a good problem for process improvement experiment:

(Co-leads: use Tool 19)

- ✓ 10-minute presentation



### Next Steps:

- ✓ **Communication:** UBT members talk with front line staff to get input about which work process problems they'd like UBT to take on; bring suggestions to next UBT meeting
- ✓ **Other Items:** Add Charter and agreed-upon meeting time to UBT Board