

## International Team Excellence Award Process: Scoresheet Sample

Criteria Area	Criteria Description	Score	Section Average	Section Total	
1Aa	Describe the types of data and quality tools used to select the project, and why.	2.0	6.0	<b>20.0</b>	
1Ab	Explain the reasons why the project was selected.	2.0			
1Ac	Describe the involvement of potential stakeholders in project selection.	2.0			
1Ba	Identify the affected organizational goals, performance measures, and/or strategies.	3.0	8.0		
1Bb	Identify the types of impact on each goal, performance measure, and/or strategy.	3.0			
1Bc	Identify the degree of impact on each goal, performance measure, and/or strategy.	2.0			
1Ca	Identify potential internal and external stakeholders and explain how they were ID'd.	2.0	6.0		
1Cb	Identify the types of potential impact on stakeholders and explain how determined.	2.0			
1Cc	Identify the degree of potential impact on stakeholders and explain how determined.	2.0			
2Aa	Describe the methods and tools used to identify possible root causes/imp. opps.	1.5	7.5	<b>18.0</b>	
2Ab	Describe the team's analysis of data to identify possible root causes/imp. opps.	3.0			
2Ac	Describe how/if any of the stakeholders were involved in identifying the root causes.	3.0			
2Ba	Describe the methods and tools used to identify the final root cause(s)/imp. opps.	4.5	10.5		
2Bb	Describe the team's analysis of data to select the final root cause(s)/imp. opps.	3.0			
2Bc	Identify the root cause(s) and explain how the team validated the final root cause(s).	3.0			
3Aa	Describe the methods and tools used to develop possible solution(s)/actions.	2.0	6.0		<b>19.0</b>
3Ab	Describe the team's analysis of data to develop possible solution(s)/actions.	3.0			
3Ac	Indicate the criteria the team decided to use in selecting the final solution(s)/actions.	1.0			
3Ba	Describe the methods and tools used by the team to select final solution(s)/actions.	2.0	6.0		
3Bb	Describe the team's analysis of data to select the final solution(s)/actions.	2.0			
3Bc	Describe the involvement of stakeholders in the selection of final solution(s)/actions.	2.0			
3Ca	Describe the final solution(s) and explain how the team validated the final solution(s).	2.0	7.0		
3Cb	Indicate the types of tangible and intangible benefits expected from implementation.	3.0			
3Cc	Explain how the team used data to justify the implementation of the solution(s).	2.0			
4Aa	Indicate types of internal and external stakeholder involvement in implementation.	2.0	6.0	<b>19.0</b>	
4Ab	Describe how various types of resistance were identified and addressed.	2.0			
4Ac	Explain how stakeholder buy-in was ensured.	2.0			
4Ba	Describe the plan developed by the team to implement its solution(s)/actions.	3.0	7.0		
4Bb	Describe changes that were made to implement solution(s) and sustain the results.	2.0			
4Bc	Describe the creation and installation of a system for measuring/sustaining results.	2.0			
4Ca	Indicate the types of tangible and intangible results that were realized.	2.0	6.0		
4Cb	Explain how the project's results link with the organization's goals, <i>etc.</i>	2.0			
4Cc	Explain how results were shared with stakeholders.	2.0			
5A	Explain how the team members were selected and their on-going involvement.	4.5	15.0	<b>15.0</b>	
5B	Explain how the team was prepared to work together in addressing the project.	3.0			
5C	Explain how the team managed its performance to ensure it was effective as a team.	4.5			
5D	The team will also be judged on the clarity and organization of its presentation.	3.0			
<b>Total score</b>		<b>91.0</b>	<b>91.0</b>	<b>91.0</b>	