

# Operational Excellence Project Registration Guide

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## PROGRAM DESCRIPTION

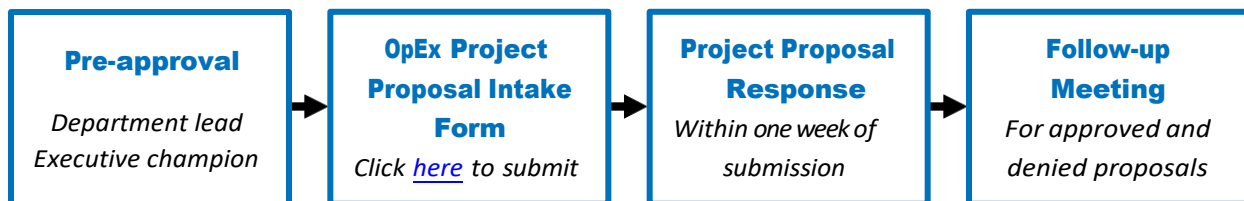
NEOMED is committed to empowering our people to achieve operational excellence at all levels of university life and culture. By pursuing an OpEx project, employees will be provided with project tool templates and access to certified mentors from the Operational Excellence team for project mentorship and consultation.

## PROJECT REQUIREMENTS

For OpEx project eligibility and support from the Operational Excellence team, the following requirements must be met:

1. **Approvals** - As a pre-requisite to project launch, projects must be approved by the Operational Excellence team.
2. **LSS Methodology** - Projects must adhere to the requirements and utilize tools and templates of the NEOMED Lean Six Sigma program when appropriate.
3. **LSS Project Scope** - Improvement project must target process waste and/or variation reduction within a reasonable sphere of influence of the project team.
4. **Project Impact** - Projects must demonstrate measurable impact to a department, division, and/or the University.
5. **Support** - Projects must have the support of an executive-level champion and/or sponsorship of a department lead.
6. **LSS Certification** - Although not required at time of submission, team members are expected to be LSS certified or enrolled in upcoming NEOMED LSS Cohort.
7. **Project Presentation** - Team members must present project results and impact to their Sponsor, Champion, Operational Excellence mentors, Strategy Office representative(s), and other relevant stakeholders as requested.

## STEPS TO REGISTER



## CONTACT INFORMATION

For additional information related to submitting an OpEx Project please email the Operational Excellence Team at [LSS@neomed.edu](mailto:LSS@neomed.edu).