

Co-BALT

Process Improvement Initiative

Project Plan: Co-BALT Initiative - Enhancing Organizational Effectiveness

1. Project Name: Co-BALT (Collaboration on Best Alternatives Learning and Technology)

2. Project Goal: Drive continuous improvement and enhance organizational effectiveness by implementing Bottleneck Resolution Method (BRM) based solutions identified through the Co-BALT initiative.

3. Project Objectives:

- **Objective 1:** Establish Co-BALT team and define operating procedures within [1 month].
- **Objective 2:** Conduct thorough organizational analysis to identify and prioritize process bottlenecks that hinder key areas within [3 months]. Key areas identified may include, but not limited to:
 - Portfolio Management Structure
 - Balance of Regional Autonomy & HQ Guidance
 - Employee Engagement & Workplace Environment
 - Psychological Safety & Open Feedback Mechanisms
 - Civilian Workforce Support Structure
 - Generational Divide
 - Leadership & Supervisor Training & Development
 - Employee Recognition & Awards Program
 - Process & System Auditing & Assessment
 - Knowledge Sharing & Best Practices (Trip Reports, etc.)
 - Meeting Effectiveness & Action Item Tracking
 - Forum Facilitation & Inclusive Communication
- **Objective 3:** Implement the principles of BRM to address prioritized bottlenecks, focusing on solutions that leverage technology, learning efforts, and process streamlining, within [6 months per solution area].
- **Objective 4:** Establish a system for continuous process improvement, monitoring, and feedback collection within the Co-BALT framework.

4. Project Scope:

- **In Scope:**
 - Formation and operation of the Co-BALT team.

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- Comprehensive organizational analysis and bottleneck identification.
- Development and implementation of solutions aligned with BRM principles.
- Utilization of technology, learning initiatives, and process improvements.
- Continuous monitoring, evaluation, and adaptation of solutions.
- Establishment of a learning organization.
- **Out of Scope:**
 - Addressing individual employee performance issues.
 - Implementing major structural changes outside the scope of process improvement.

5. Project Deliverables:

- Co-BALT Charter and Operating Procedures.
- Organizational analysis report detailing identified bottlenecks and recommended prioritization.
- Solution proposals for each prioritized bottleneck, including implementation plans, resource allocation, and anticipated impact.
- Process improvement documentation, training materials, and communication plans for implemented solutions.
- Regular progress reports and feedback mechanisms integrated into Co-BALT meetings.

6. Project Schedule:

- **Phase 1: Co-BALT Formation & Analysis [April 7, 2025] - [August 4, 2025]**
 - Establish the Co-BALT Team
 - Define Operating Procedures
 - Conduct Organizational Analysis
 - Prioritize Bottlenecks
- **Phase 2: Solution Development & Implementation (Ongoing)**
 - [Bottleneck Area - TBD] - Develop & Implement Solution [Start Date] - [End Date]
 - [Bottleneck Area - TBD] - Develop & Implement Solution [Start Date] - [End Date]
 - [...continue for each prioritized area]
- **Phase 3: Continuous Improvement & Monitoring (Ongoing)**
 - Monitor solution effectiveness, gather feedback, and adjust.

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- Identify new bottlenecks and areas for improvement through ongoing analysis.
- Regularly report progress to the Executive Director.

7. Project Resources:

- **Human Resources:**
 - Executive Sponsor: [Executive Director]
 - Co-BALT Team Lead: [TBD]
 - Co-BALT Members: [Representatives from key departments and functions, subject matter experts, employees with a passion for improvement ... TBD]
- **Financial Resources:** [Estimated Budget per Phase - TBD]
 - Utilize internal manpower (\$.../manpower resourcing)
 - Travel cost (\$...)
 - Training (\$.../internal)
- **Technology Resources:** [Software/Tools to support collaboration, project management, data analysis, etc.]
 - Utilize approved internal software/tools if available.
 - Identified new software/tools for approval and implementation.

8. Project Risks & Mitigation Strategies:

Risk	Likelihood	Impact	Mitigation Strategy
Resistance to change	Medium	High	Clear communication, executive buy-in, stakeholder engagement, highlight employee benefits, address concerns proactively.
Lack of BRM expertise within Co-BALT	Medium	High	Leverage a BRM consultant or provide in-house training on BRM principles to all Co-BALT members.
Insufficient resource allocation	Medium	High	Secure executive buy-in, clearly define resource needs for each phase, and prioritize solutions strategically.

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9. Communication Plan:

- Regular Co-BALT meetings with documented minutes and action items.
- Project updates through email, intranet, or other relevant channels.
- All-hands “town hall” type meetings or presentations to communicate Co-BALT initiatives and successes.
- Feedback mechanisms (surveys, suggestion boxes, etc.) to gather input from all employees.

10. Project Success Criteria:

- Measurable improvements in key performance indicators related to the identified bottlenecks.
- Increased employee engagement and satisfaction.
- Enhanced organizational efficiency, effectiveness, and quality of services.
- A sustainable continuous improvement culture fostered through the Co-BALT efforts.

11. Next Steps:

- Secure final approval for the Co-BALT Charter and Project Plan from the Executive Director.
- Form the Co-BALT team and conduct a kick-off meeting.
- Begin the organizational analysis and bottleneck prioritization.

NOTE: This draft project plan integrates the specific challenges and opportunities outlined in the proposed Co-BALT initiative while adhering to the principles of BRM. By focusing an effort on continuous improvement and collaboration, Co-BALT can drive positive and lasting change within the organization.