

THE 2016 LEAN SIX SIGMA AWARD

Criteria and Guidelines for Entry

This **BQF Lean Six Sigma Award** provides an opportunity for organisations to win recognition for the work that their business excellence and improvement professionals are delivering to customers, shareholders and other key stakeholders. It celebrates exceptional performance improvement projects based on Lean Six Sigma.

Projects can follow DMAIC, DMADV, or PDCA frameworks. Projects of all sizes are eligible, though we exclude programmes covering how an organisation approaches the implementation of Lean Six Sigma.

The Judging Panel will look primarily at the methodology used and the results achieved, rather than organisational transformation or the scale of the project, using the following criteria:

- The organisation's understanding of the problem being tackled, including a clear problem and goal statement
- The methodology used, be it DMAIC, DMADV, or PDCA
- Application of the right Lean or Lean Six Sigma tools, at the right time, and in the right way
- Achievement of bottom line results / benefits targeted, and an effective control plan to ensure the gains are secured

There is a limit of 1500 words for sections 1 – 4 of this template, and it is important that you address each of the four points listed above.

The submission should be supported by no more than 10 PowerPoint slides which should enhance rather than replicate the written submission.

The judging panel will carry out an initial assessment of each entry and agree an appropriate shortlist of finalists.

The selected finalists will be invited to make a more detailed presentation of their entry at a panel meeting in London in July - providing the judges with the opportunity to ask additional questions. Following this meeting, the Panel will decide on the winner.

The Award will be presented at the UK Excellence Award Ceremony on Thursday 13th October 2016 at the InterContinental on London's Park Lane. The Winner will also be invited to speak at the BQF Excellence Showcase event the following January.

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Submission Template

Applicant Details

Organisation Name	
Contact Name	
Job Title	
Address	
Contact Numbers	Tel: _____ Mob: _____
Email	
Nature of Business	
Number of Employees	
Brief Overview of Project	

Section 1: Describe your understanding of the problem being tackled, including a clear problem and goal statement.

Section 2: Describe the methodology adopted

Section 3: Describe the Lean Six Sigma tools selected and used

Section 4: Describe the achievement of the benefits targeted, and an effective Control Plan to ensure the gains are secured

Section 5: Additional results data – not included in the 1500 word limit for sections 1-4. The Panel would like to review any additional results data you have in this area – e.g. savings that have been verified by the organisation’s Financial Controller. Graphs (a maximum of 6) may be inserted below or appended on separate sheets.

Please complete and return this form to Awards@bqf.org.uk, no later than 5.00pm on Friday 3 June 2016.

For further information, please contact Dave Richards on 0207 654 5000 or email awards@bqf.org.uk

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