



# HUDDLE BOARD JOB BREAKDOWN SHEET

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Purpose: The Job Breakdown Sheet is an Arizona Management System (AMS) guideline document to assist agencies with standard work (SW) preparation. SW is a documented version of the current one best way of performing a process. SW, when followed, allows improvement to be sustainable over time as each improvement becoming part of the latest version.

Scope: Minimum requirements for SW for agencies.

## DOCUMENT VERSION CONTROL

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Version #	Revision Date	Edited By	Changelog
1	1/5/2018	Jeanine Inman - GTO	Formatting to new Final Version

## SUPPORTING / RELATED DOCUMENTS:

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Document Name	Description



# HUDDLE BOARD

IMPORTANT STEPS		KEY POINTS		REASONS	
WHAT?	A logical segment of the process that advances the work	HOW?	Things in important steps that will make or break the process/ make the work easier	WHY?	List the reasons for the key points
1	Construct Huddle Board to Unit Level	<ul style="list-style-type: none"> <li>• Minimum Required elements:                             <ul style="list-style-type: none"> <li>- Huddle Agenda</li> <li>- Visual Management (Visual Process Adherence or Metrics)</li> <li>- Problem Tracking</li> <li>- Success Tracking</li> <li>- SW for Huddle Board</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Huddle Boards are the tool used to facilitate regular huddle meetings</li> <li>• The SW for the huddle board should have a legend, explain use of color, and explain the required sections of the board</li> </ul>		
2	Update Huddle Board components	<ul style="list-style-type: none"> <li>• Visual management updated prior to huddle board meetings to ensure efficient meetings</li> <li>• Evidence problem solving is active</li> </ul>	<ul style="list-style-type: none"> <li>• Current status on Huddle Boards ensures effective huddle meetings</li> </ul>		
3	Review Huddle Board components	<ul style="list-style-type: none"> <li>• Hold Huddle Meetings according to Agency Standard Work for Huddle Meetings</li> <li>• Leader visits on a regular cadence</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review of Huddle Board components reveal problems to be solved</li> </ul>		