



HUDDLE MEETING JOB BREAKDOWN SHEET

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

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

SUPPORTING / RELATED DOCUMENTS:

Document Name	Description



HUDDLE MEETING

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	Prepare for the huddle	<ul style="list-style-type: none"> Update huddle board elements <ul style="list-style-type: none"> • Metrics • Problem Tracker • Success Tracking Form Additional Items for remote meetings <ul style="list-style-type: none"> • Establish Standard call-in time • Confirm remote systems are functional • Confirm call- in numbers and pass codes have been disseminated and received. Deploy backup plan should technology fail 	<ul style="list-style-type: none"> Updating the huddle board’s visual elements ensure a fast, efficient huddle can take place 		
2	Confirm roles and take attendance	<ul style="list-style-type: none"> Role assignments: <ul style="list-style-type: none"> - Leader - Time keeper Huddle roles should rotate over time to give different team members the opportunity to build leadership skills 	<ul style="list-style-type: none"> To ensure an orderly huddle meeting is achieved and to foster group development 		
3	Follow huddle agenda	<ul style="list-style-type: none"> Discuss current performance relative to visual standards (metrics, visual process adherence) The huddle is not the venue for detailed problem solving to take place Log gaps and identify new issues to add on Problem Tracker 	<ul style="list-style-type: none"> Following a standard agenda ensures that meetings are run efficiently 		



		<ul style="list-style-type: none"> • Confirm this period's action items (what do we need to get done before the next huddle?) • Celebrate/document successes. • The huddle agenda should be posted visibly in the area where the huddle takes place 	
4	Conclude huddle on schedule	<ul style="list-style-type: none"> • Have timekeeper alert team when time is up • Leader concludes the meeting 	<ul style="list-style-type: none"> • Huddle meetings are quick performance assessments • Ending on time demonstrates respect for people