

# CEDAC Project Roles

## **Management:**

Identify condition(s) to improve; help guide the formulation of problem-effect and target-effect statements; identify employees to participate in CEDAC training; provide information, resources, and time to support CEDAC team improvement efforts; remove barriers that might impede or inhibit CEDAC process; ensure that successfully tested ideas become adhered-to standards.

## **CEDAC Facilitator:**

Train group leader and core team members in CEDAC process; ensure leader and team members are able to perform the skills required to execute the CEDAC process: differentiate between cause and effect, write problem-effect and target-effect statements, and write fact and idea cards; monitor CEDAC team efforts and track status of ideas (e.g., number of ideas generated, number of ideas being tested, number of ideas that test successful and unsuccessful; number of ideas adopted as standards); coach team in developing and visualizing its problem-effect and target-effect statements; and help remove barriers that might impede or inhibit CEDAC process or testing of ideas.

## **CEDAC Group Leader:**

*Supervisor, Lead, or Process Engineer*

Leads CEDAC team from inception through completion; ensure that fact and idea cards are non-ambiguous; ensure that cards address a single issue or point and are clearly written; encourage card writing; use 3-dot system to mark status of idea cards; update / keep board current; help select ideas to test and ensure that ideas selected for testing do get tested; coach team members in generating additional fact and idea cards; schedule and lead team meetings as needed; help ensure that successfully tested ideas become standards; document new procedures and/or processes that emerge from successfully tested ideas.

## **CEDAC Core Team\*:**

*Hourly & salaried employees (approx. 60%-70% hourly); 6 - 10 members total*

Develop problem-effect and target-effect statement; generate new fact and idea cards; refine existing fact and idea cards; help select ideas to test and help ensure that ideas selected for testing do get tested; help document new procedures and/or processes that emerge from successfully tested ideas; attend scheduled team meetings; and help ensure that successfully tested ideas become adhered-to standards.

\*Depending on nature of problem, core team should include hourly reps from production (operators, assemblers, QA) and maintenance.