



Example

CI Steering Committee Initial Meeting Agenda

- Define CI Steering Committee Structure
- Develop a vision for Lean at ABC Hospital
 - Why Lean at ABC Hospital, What is Lean at ABC Hospital
- Develop a list of CI Steering Committee Areas of Responsibility
 - Examples include:
 - Strategic Planning for CI
 - Communicate CI
 - Educate on CI
 - Project Selection
 - Support for CI
 - Monitor Projects
 - Record Results
 - Celebrate Successes
- Brainstorm activities for each category
- Develop Roles and Responsibilities
- Develop a CI Training Plan
- Develop a CI Project List