Worksheet 1: Adaptive Excellence Self-Assessment

Purpose: To evaluate current practices against the principles of Adaptive Excellence.

Instructions: Rate your organization on a scale of 1-5 (1=Strongly Disagree, 5=Strongly Agree) for each statement.

Section 1: Servant Leadership
 * Leaders prioritize the growth and development of their teams. [1] [2] [3] [4] [5]
 * Open communication and feedback are encouraged. [1] [2] [3] [4] [5]
 * Teams are empowered to make decisions. [1] [2] [3] [4] [5]
 * Leaders actively listen to and address team concerns. [1] [2] [3] [4] [5]

Section 2: Agile Principles
 * Projects are broken down into iterative sprints. [1] [2] [3] [4] [5]
 * Regular feedback loops are established. [1] [2] [3] [4] [5]
 * The organization is responsive to changing requirements. [1] [2] [3] [4] [5]
 * Working deliverables are produced frequently. [1] [2] [3] [4] [5]

Section 3: Lean Techniques
 * Value stream mapping is used to identify waste. [1] [2] [3] [4] [5]
 * Processes are streamlined and optimized. [1] [2] [3] [4] [5]
 * Resources are utilized efficiently. [1] [2] [3] [4] [5]
 * Non-value-added activities are eliminated. [1] [2] [3] [4] [5]

Section 4: Six Sigma Tools
 * Data is used to drive decision-making. [1] [2] [3] [4] [5]
 * Defect reduction is a priority. [1] [2] [3] [4] [5]
 * Statistical analysis is used to improve processes. [1] [2] [3] [4] [5]
 * The DMAIC methodology is applied. [1] [2] [3] [4] [5]

Section 5: Scrum Frameworks
 * Daily stand-ups are conducted. [1] [2] [3] [4] [5]
 * Sprint reviews and retrospectives are held regularly. [1] [2] [3] [4] [5]
 * Roles and responsibilities are clearly defined. [1] [2] [3] [4] [5]
 * Teams collaborate effectively. [1] [2] [3] [4] [5]

Action Items: Identify areas with low scores and develop action plans for improvement.

Checklist 1: Adaptive Excellence Implementation Plan

Purpose: To guide the implementation of Adaptive Excellence.

Steps:
 * Establish a Servant Leadership Culture:
   * [ ] Conduct leadership training on servant leadership principles.
   * [ ] Implement regular feedback sessions.
   * [ ] Create opportunities for team empowerment.
 * Adopt Agile Principles:
   * [ ] Identify projects suitable for Agile implementation.
   * [ ] Train teams on Agile methodologies.
   * [ ] Establish sprint planning and review processes.
 * Apply Lean Techniques:
   * [ ] Conduct value stream mapping workshops.
   * [ ] Identify and eliminate waste in key processes.

* [ ] Implement 5S or similar workplace organization.
* Leverage Six Sigma Tools:
  * [ ] Train teams on data collection and analysis.
  * [ ] Identify key metrics for process improvement.
  * [ ] Implement DMAIC for problem-solving.
* Utilize Scrum Frameworks:
  * [ ] Define roles and responsibilities for Scrum teams.
  * [ ] Implement daily stand-ups, sprint reviews, and retrospectives.
  * [ ] Utilize visual management tools (e.g., Kanban boards).
* Establish Continuous Improvement Mechanisms:
  * [ ] Implement regular review meetings to assess progress.
  * [ ] Encourage feedback and suggestions for improvement.
  * [ ] Track key performance indicators (KPIs).
* Communicate and Celebrate Success:
  * [ ] Share progress and success stories with the organization.
  * [ ] Recognize and reward team achievements.

Checklist 2: Daily Adaptive Excellence Practices

Purpose: To ensure consistent application of Adaptive Excellence principles.

Daily Practices:
* [ ] Conduct daily stand-ups (Scrum).
* [ ] Review visual management boards (Lean/Agile).
* [ ] Gather data for process improvement (Six Sigma).
* [ ] Provide and receive feedback (Servant Leadership).
* [ ] Identify and address any roadblocks (Agile/Scrum).
* [ ] Focus on delivering value to the customer (Lean/Agile).
* [ ] Recognize and appreciate team efforts (Servant Leadership).