2016 Level 1 (Interest)

Workbook

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| **Final Report *(due two weeks after Site Visit)*** |
| **Team Leader:** |  |
| **Team Members:** |  |
| **Applicant Name:** |  | **Application Number:** |  |
| **Total Team Hours Review:** **Include preparation, site visit & report preparation hours** |  |

2016 Workbook

General Information

***To use the forms contained in this document:***

1. **Double click on the header** of the KEY FACTORS WORKSHEET. Enter your initials in the appropriate locations and close the header. This will ensure that the forms pages will have this information without having to enter it on each page.
2. **Check the margin settings.** Margins may change when you download. Ensure that they are **0.5” on the top, left and right and 0.3” on the bottom.** This should prevent the document from running off the page when printed. Check and adjust the margins by clicking on File, then Page Setup, and then Margins.
3. **Save the document often** so you will not lose your data in the event of power interruptions.
4. **Use your mouse** (NOT the Tab key) to move **from field to field and page to page**. (Using the tab key may result in the creation of new, unwanted fields.)
5. Delete the descriptive text in the beginning of the Key Themes, Key Factors and each of the Categories and the initials input before you submit the final document version to KYCPE.

Key Factors Worksheet

To begin the evaluation process, review the applicant’s Simplified Organizational Profile and Intent to Apply and Application Forms. List the key business/organization factors for this applicant, using the Areas to Address (Organizational Environment, Organizational Relationships, Competitive Environment, Strategic Context, and Performance Improvement System) in the order presented in the Preface: Organizational Profile section of the appropriate Baldrige Excellence FrameworkTM booklet..

**P.1a Organizational Environment**

**P.1b Organizational Relationships**

**P.2a Competitive Environment**

**P.2b Strategic Context**

**P.2c Performance Improvement System**

Key Themes Worksheet

The Key Themes Worksheet provides an overall summary of the key points in the evaluation of the application and is an assessment of the key themes to be explored during the site visit review. A key theme is a strength or opportunity for improvement that addresses a central requirement of the Criteria, is common to more than one item or category (cross-cutting), is especially significant in terms of the applicant’s key factors, and/or addresses a core value of the Criteria.

The Key Themes Worksheet should respond to the three questions below:

**a. What are the most important strengths or outstanding practices (of potential value to other organizations) identified?**

**b. What are the most significant opportunities, concerns, or vulnerabilities identified?**

**c. Considering the applicant’s key business/organization factors, what are the most significant strengths, opportunities, vulnerabilities, and/or gaps (related to data, comparisons, linkages) related to its results?**

Category 1 – Leadership

Prepare one worksheet for each category of the Criteria, capturing about 6 total most important strengths and opportunities for improvement. The category worksheet may include findings that cut across all items in the category or item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

Category 2 – Strategy

Prepare one Worksheet for each Category of the Criteria, capturing about 6 total most important strengths and opportunities for improvement. The Category Worksheet may include findings that cut across all Items in the Category or Item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying Category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

Category 3 – Customers

Prepare one Worksheet for each Category of the Criteria, capturing about 6 total most important strengths and opportunities for improvement. The Category Worksheet may include findings that cut across all Items in the Category or Item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying Category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

Category 4 – Measurement, Analysis, and Knowledge Management

Prepare one Worksheet for each Category of the Criteria, capturing about 6 total most important strengths and opportunities for improvement. The Category Worksheet may include findings that cut across all Items in the Category or Item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying Category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

Category 5 – Workforce

Prepare one Worksheet for each Category of the Criteria, capturing about 6 total most important strengths and opportunities for improvement. The Category Worksheet may include findings that cut across all Items in the Category or Item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying Category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

Category 6 – Operations

Prepare one Worksheet for each Category of the Criteria, capturing about 6 total most important strengths and opportunities for improvement. The Category Worksheet may include findings that cut across all Items in the Category or Item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying Category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

Category 7 – Results

Prepare one worksheet for each category of the Criteria, capturing about the most important strengths and opportunities for improvement. The category worksheet may include findings that cut across all items in the category or item-specific findings that have critical significance to the applicant. The Criteria Core Values and the applicant’s key business/organization factors are useful in identifying category-level observation. Type your response below.

 **(+) STRENGTHS**

 **(-) OPPORTUNITIES FOR IMPROVEMENT**

**(•) OBSERVATIONS/RECOMMENDATIONS**

|  |  |
| --- | --- |
| Applicant’s Name: |  |
| Length of site visit (hrs.): |  |
| Date(s) of site visit: |  |
| Summary: |
|  |
| Name/initials of team members: |
| 1.2.3.4.5.  |