



# Leader Standard Work - OCWI Deputy Chief

Month:

Updated: 03/17/2021

A/M	Weekly	1	2	3	4
<b>Monday</b>					
A	Review Data Update & Overdues				
A	Review Visual Management				
M	Virtual Meeting with Units				
A	OCWI Staffing Stats				
A	Review Projects & To Do's				
A	Review 45+ Check Sheets				
<b>Tuesday</b>					
A	Review Data Update & Overdues				
A	Review Visual Management				
M	Virtual Meeting with Units				
A	Review Projects & To Do's				
<b>Wednesday</b>					
A	Review Data Update & Overdues				
A	Review Visual Management				
M	Virtual Meeting with Units				
M	Child Protection Team Meeting				
A	Review Projects & To Do's				
A	Provide MA with # of Preventable Overdues				
<b>Thursday</b>					
A	Review Data Update & Overdues				
A	Review Visual Management				
M	Virtual Meeting with Units				
A	Review Projects & To Do's				
<b>Friday</b>					
A	Review Data Update & Overdues				
M	OCWI Huddle Board Meeting				
M	Virtual Meeting with Units				
A	OCWI Staffing Stats				
A	Projects & To Do's				
A	Protected Time to Prepare for Next Week				

A/M	Daily	Status	Projects	KMS	Owner	Target	Actual
A	Emails and Phone Calls						
<b>Reoccurring</b>							
M	Training Unit (____) 1-on-1 / Supervision Gemba	/					
M	ChildHelp (____) 1-on-1 / Supervision Gemba	/					
M	16th Street (____) 1-on-1 / Supervision Gemba	/					
M	Pinnacle Peak (____) 1-on-1 / Supervision Gemba	/					
M	South Mountain (____) 1-on-1 / Supervision Gemba	/					
M	Glendale (____) 1-on-1 / Supervision Gemba	/					
M	SWFAC (____) 1-on-1 / Supervision Gemba	/					
M	Mesa (____) 1-on-1 / Supervision Gemba	/					
M	Alma School (____) 1-on-1 / Supervision Gemba	/					
M	Ajo (____) 1-on-1 / Supervision Gemba	/					
M	Valencia (____) 1-on-1 / Supervision Gemba	/					
M	Oracle (____) 1-on-1 / Supervision Gemba	/					
M	OCWI Chief 1-on-1						
M	OCWI Unit Gemba Walks/Reviews						
M	OCWI Manager Meeting						
M	Coaching with Statewide Lean Coach						
M	Business Review						
M	OQI Steering Committee						
M	SCIR Mapping Sessions (as needed)						
<b>Semi-Annual and Annual</b>							
Aug	Statewide Joint Investigations Report						
Dec	Leadership Summit						
	CC Tool Review and Update						

