TRANSMITTAL SLIP | DATE 11-16-82

TO:

ROOM NO. 2F31 | BUILDING Pd6e

REMARKS:

17 NOV 1982

FROM: C/P&PD

ROOM NO. 158 | BUILDING P&P | EXTENSION

FORM NO. 241 | REPLACES FORM 36-8
1 FEB 55 | WHICH MAY BE USED. | (47)

PRINTING AND PHOTOGRAPHY DIVISION, OL

Title: Quality Circle Program

Goal: To improve the Division's quality of worklife by:
- promoting team building and communications
- increasing employee involvement in identification and resolution of work related problems
- increase employee job satisfaction
- improve product quality and reduce errors

Objective: P&PD/OL will initiate a pilot Quality Circle Program to determine the efficiency of this participatory management philosophy in the operational environment found in P&PD.

Benefit: Successful completion of this objective will create a work environment that will maximize the utilization of the creativity of all employees. It will increase employee motivation by reinforcing a sense of unity of purpose and teamwork.

Environment: The success of the objective is contingent on the cooperation and support of all management levels in the Division, the development of accurate performance measurement tools, and the active and continuing involvement of the Division Steering Committee and Facilitators. The cost of the pilot program is estimated at

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Performance Measurement: The successful completion of this objective will be measured by an improvement in employee morale and motivation, evidenced in a follow-up survey; by a decrease in absenteeism among circle members, and by an increase in quality and productivity.

Scheduled
X - Actual

OFFICE: Logistics
OBJECTIVE STATEMENT: Conduct a Pilot Quality Circle Program in P&PD/OL
RESPONSIBLE OFFICER:
SIGNIFICANT FUNDING AMOUNT:
DATE SUBMITTED: 12 November 1982   FY 1983

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Activities Planned	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
1. Conduct Research		X										
2. Define Requirement		X										
3. Build Management Support		X										
4. Organize Steering Committee/Select Administrative Coordinator(s)		X										
5. Contract for a Consultant		0										
6. Conduct a Quality of Worklife Survey		0										
7. Develop Implementation Plan			0									
8. Publicize Program and Solicit Volunteers			0									
9. Conduct Training			0									
10. Initiate Pilot Program			0									
11. Consultant Assessment Survey						0			0			
12. Facilitator-Steering Committee Status Review				0	0	0	0	0	0	0	0	0
13. Pilot Program Final Report												0