# PROCESS IMPROVEMENT WORKSHOP

## *Review Criteria*

The following four criteria will be used to review applications. Each will be weighted by the percentage noted.

### 1. Perceived need - 30%

The applicant provides a brief history and a good description of the need for the Process Improvement workshop (i.e. number of reporting facilities within the participant's area, organization size, and attendance for the last three annual meetings). The applicant should also show they have not received a Process Improvement Award in the last three years.

### 2. Feasibility and Logistics - 30%

What is the likelihood that the applicant could accomplish the proposed workshop? What is the level of commitment of the organization presenting the proposed workshop? This effort could include but is not limited to matching funds, and provision of release or protected time for employees to plan and attend the workshop. Application includes workshop location, workshop date and the length of the workshop.

### 3. Approach - 30%

What is the extent to which the applicant delineates approaches that are appropriately matched to workshop objective(s) of the proposal?

Workshop objectives:

- Enhance data quality through improved collaboration between applicant organizations.
- Improve communication between applicant organizations.
- Foster respect and understanding between individuals of applicant organizations.

### 4. Budget - 10%

Is the budget reasonable and justified? If costs appear to be unreasonable, an explanation must accompany the application. Reviewers may make a fiscal note for staff to obtain more information on any budget item.