

Statewide Process Improvement Steering Committee

Goals and Membership

Goals and Responsibility

- 1) Assist in coordinating and establishing policies to promote and ensure the effective use of both centrally and agency funded Lean and other process improvement techniques throughout state government in accordance with the Administration's directive in this regard;
- 2) Use a set of criteria established by committee members to review and prioritize requests from state agencies for process improvement events related to centrally funded, cross-agency, taxpayer-centered, and/or business-related activities;
- 3) Work with the Office of Policy and Management to identify priority business processes in need of process improvement;
- 4) Foster inter-agency collaboration by centrally funding, or seeking to jointly fund, consulting services to facilitate trainings that focus on cross-agency functions;
- 5) Assist in coordinating the scheduling of Lean events and other process improvements to help promote an efficient use of resources;
- 6) Assist state agency staff in developing project charters, forming teams, defining project scopes, developing metrics and setting goals;
- 7) Develop reporting mechanisms to track process improvement outcomes resulting from both centrally and agency funded Lean process improvement events;
- 8) Develop a documented process improvement strategy for each member agency including training and Lean event goals, budget needs, follow-up process, leadership, and items as determined by the Committee;
- 9) Provide periodic reports to the Governor, the Secretary of OPM and agency leaders regarding Lean events and related outcomes for both centrally-funded and agency funded process improvement activities; and
- 10) Collaborate with agency Savings and Transformation Committees to ensure communication and information sharing between efforts.

Membership

1. Program Director, LeanCT, Office of Policy and Management, who shall serve as chair;
2. A representative from the Department of Energy and Environmental Protection, as appointed by the Commissioner;
3. A representative from the Department of Transportation, as appointed by the Commissioner;
4. A representative from the Department of Administrative Services, as appointed by the Commissioner;
5. A representative from the Department of Labor, as appointed by the Commissioner;
6. A representative from the Department of Motor Vehicles, as appointed by the Commissioner;
7. A representative from the Department of Economic and Community Development, as appointed by the Commissioner;

8. A representative from the Department of Developmental Services as appointed by the Commissioner;
9. A representative from the Department of Social Services, as appointed by the Commissioner;
10. A representative from the Office of Early Childhood, as appointed by the Executive Director;
11. A representative from the Department of Emergency Services and Public Protection, as appointed by the Commissioner;
12. A representative from the Department of Corrections, as appointed by the Commissioner;
13. A representative from the Department of Revenue Services, as appointed by the Commissioner; and
14. A representative from the Department of Consumer Protection, as appointed by the Commissioner.

The committee may establish sub-committees as it determines necessary.