Team Member Selection

Usually, team members are chosen because of their work in the process under review (the impact area). They bring the brain and muscle for the collection and analysis of data needed to improve the process.

- Since team members are not full time, they need to have a "contract" with their supervisor (usually the Process Owner) which specifies how they will coordinate their team activities with their regular jobs
- Team members must be willing to:
  - Ask "stupid" questions and participate actively in the teams work both at and away from the meetings
  - Carry out instructions for data collection and analysis
  - Listen actively to others and practice good meeting management skills
  - Carry out assignments between meetings and be ready to report the results
  - Review the efforts of the team itself periodically to improve the meeting process

Many potential team members have had Yellow Belt training and are familiar on a basic level with Six Sigma and the DMAIC process. Many supervisors and Process Owners are also currently in Green Belt and Black/Brown Belt training. As the company moves forward, the data-driven decision making process will become more and more ingrained in business.

Tips on Selecting Team Members

1. Keep the team manageable (the larger the team, the longer things take)
   a. Four to five primary members plus the team leader is about right
   b. Other secondary members can join as needed to supply specific expertise to the issue which arise
2. Criteria for team members
   a. Good knowledge of process, product and customer
   b. Access to data about the problem or process
   c. Willingness to work cooperatively with other members
   d. Ability to devote three to four hours per week to data collection and team meetings
   e. Ability to challenge the status quo