

DFW/WSACE HPA Permitting Process Work Group Work Group Progress Report Form and Guidelines

D-R-A-F-T

Purpose: To provide a consistent format for reporting progress on recommended improvements/solutions regarding issues and concerns related to the HPA Permit Application Process.

Expectations:

- Small work groups should primarily focus on issues and concerns identified during the full work group's initial discussion on January 15, 2009
- Additional concerns developed during small group work can be included, but should use the same approach outlined below
- An important early step in developing improvements/solutions is to clearly define the "problem"
- Work groups should flesh out the raw data notes from the January 15 meeting as needed to provide clear statements of the issue on which they are focusing in the progress report
- The recommended approach is to try and follow this path in your discussions:
 Problem -> Cause -> Effect -> Improvement/Solution
- Spending some good discussion time on defining the "problem" and digging down to probable "root causes" will lead the group to solutions and how to evaluate and measure their potential
- Groups will use this report format to deliver their progress reports/results
- Suggested changes to the work group processes and report format should be identified and communicated as early as possible

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Work Group Progress Report Form and Guidelines**

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Work Group Name: _____

Work Group Leads: _____

Issue/Concern	Cause	Effect/Impact	Improvement/Solutions
1.			•
2.			•
3.			•
4.			•
5.			•
6.			•
7.			•
8.			•