**Mission Control – Leadership Standard Work Recipe Card**

**Task Objectives:**
- To define and implement a closed loop system for Leadership to control & apportion resources required to realise the transformation

**Outputs:**
- Defined objectives and Policy Deployment
- Visual management system for metrics – target, actual, C/A plan
- Standard format for Leadership to review performance to metrics

**Step 1,2,3,4,6,7,8**
Flow of the Weekly Event A3 Review Process
- Confirm that the 6S Audit is up to date (A3, measures, actions)
- Ensure data & information are updated by process owner
- Review Status of Activity A3 at 90, 30 Days & Prep stage
- Ensure that the ‘Expected benefits’ from the last Activity have been captured.
- Ensure that those benefits figures are transferred to Benefits Tracker
- If the Benefits Tracker is showing a ‘RED’ then update Mission A3

**Step 5**
Flow of the Monthly Mission & Activity A3 Review Process
- As for Step 1,2,3,4,6,7,8 AND
- Review Mission A3, Does Box 8=Box3?
- Adjust and flow:
- Principle = As activity A3 has box 8 confirmed it is moved into the archive creating pull for next activity A3 to be launched
  - See detailed for recipe card Mission and Activity review
- Update the Benefits Tracker and Lean KPIs accordingly

**Step 9 10 11 12 13**
Flow of the Quarterly TPOC Progress Review
- As for Step 5
- Update the TPOC metrics,
  - True North Metrics, Benefits, Maturity assessment, Action status and Mission A3’s
- Does Box8=Box3?
- Amend the Gap status, review box 5 6 & 7 of TPOC
- Create action plan
- Re sequence or generate new A3 activities into the activity hopper to support gap closure

**Relationship between TPOC and Mission Control**
- The Mission Control Cell shows the status of total ‘transformation’ activity
- It is the platform for periodic REVIEW ENGAGEMENT & ACTION
- The TPOC updates true North Metrics, Mission A3’s, Maturity Assessment, Lean KPI’s (90 day cycle)
- The Mission A3’s track mission status, gaps & planned improvement actions
- The Activity A3s for prep, 30 Day & 90 day track tactical status & action
- The reviews are conducted in three levels:
  - **Weekly** - Activity review
  - **Monthly** – Mission review
  - **Quarterly** – TPOC review
- Establish the meeting agenda, time, attendees and PCB wheel
- Meeting format: stand up gathered around the Cell