

Standard Work

SALES SDCA CANVAS

Team Name: _____ Sales Cycle ID: _____

P: Standard
 Review the standard and ensure it is clear and concise. If it is not, revise it. Ensure it is measurable and specific. Review the standard with the team and ensure everyone understands it.

S: State the standard
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A: Agree on the method
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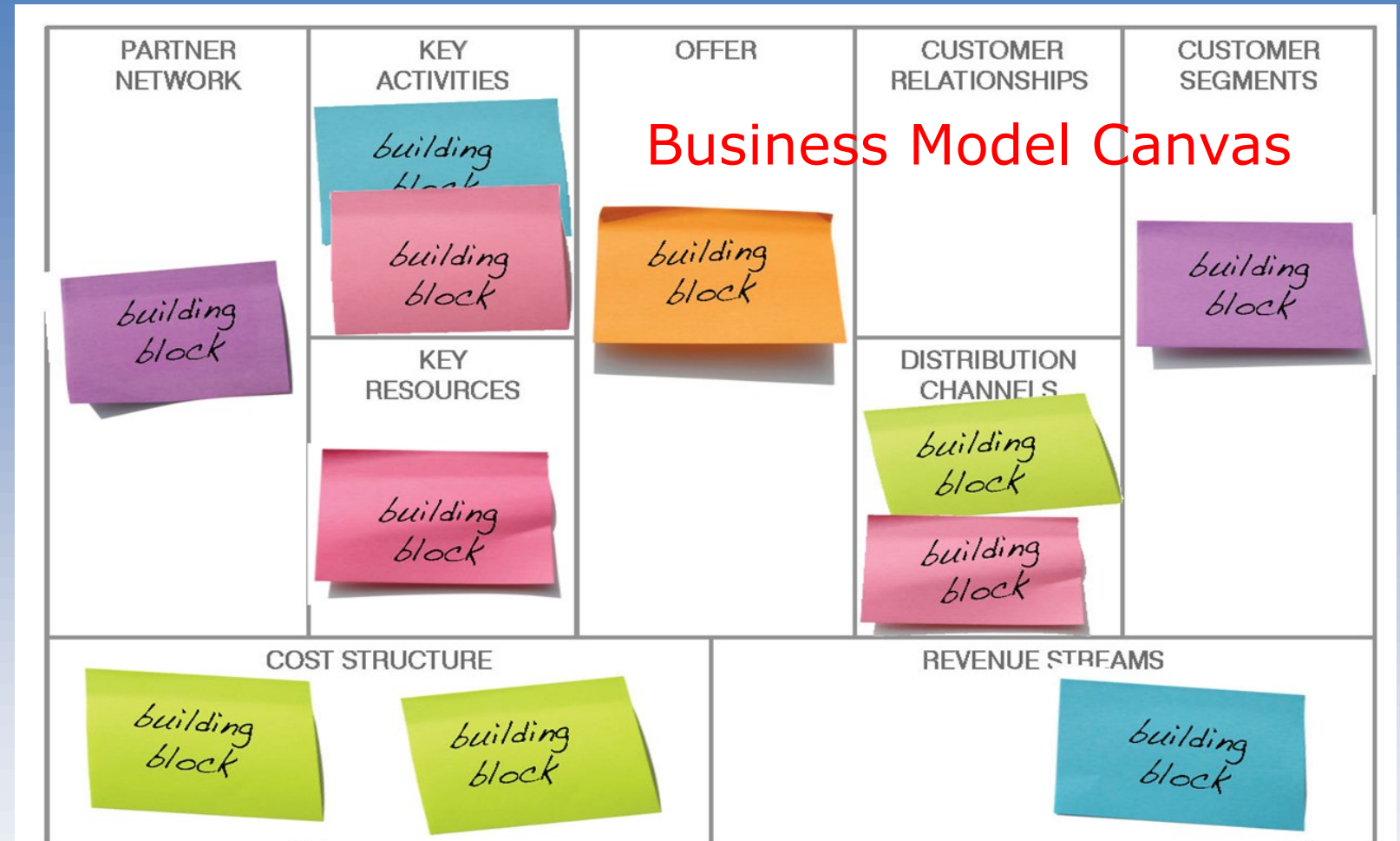
EDCA Canvas

New Ideas

New Risks

Dates

Key Events



Weekly Tactical

Team Name	_____
Project Start	_____
Project End	_____
Project Goal	_____
Team Lead	_____
Team Members	_____
Resources	_____
Timeline	_____
Notes	_____

Monthly Strategic

Team Name	_____
Project Start	_____
Project End	_____
Project Goal	_____
Team Lead	_____
Team Members	_____
Resources	_____
Timeline	_____
Notes	_____

Actors/Support Standard Work

Team Name	_____
Project Start	_____
Project End	_____
Project Goal	_____
Team Lead	_____
Team Members	_____
Resources	_____
Timeline	_____
Notes	_____

		Pre-Service	Service	Post Service
Value Social		Yellow	Yellow	Yellow
Value Emotional		Yellow	Yellow	Yellow
Experiences	Value Functional	Yellow	Yellow	Yellow
Touchpoints		Yellow	Yellow	Yellow
Experience		Pink	Pink	Pink
Front stage	Actors	Pink	Pink	Pink
Enviroment		Pink	Pink	Pink
Website?		Grey	Grey	Grey
Back Stage	Operations	Grey	Grey	Grey
Support Staff		Grey	Grey	Grey
Vendor #1		Green	Green	Green
Support	Vendor #2	Green	Green	Green
Budget		Green	Green	Green

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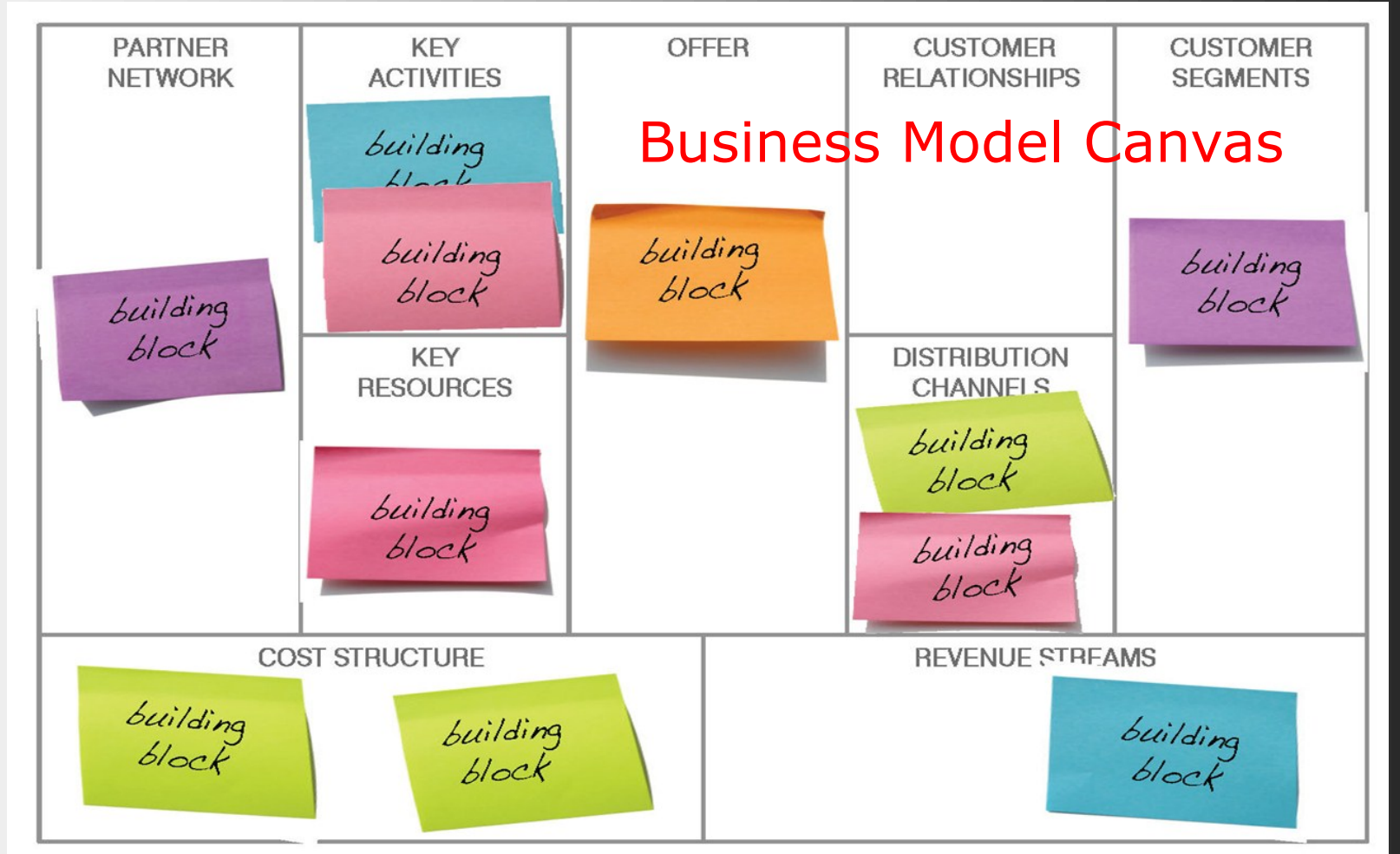
EDCA Canvas

New Ideas

New Risks

Dates

Key Events



Weekly Tactical

Monthly Strategic

Weekly Tactical Grid

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Task 1							
Task 2							
Task 3							

Monthly Strategic Grid

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1												
Task 2												
Task 3												

Weekly Tactical Grid

Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Task 1							
Task 2							
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Monthly Strategic Grid

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1												
Task 2												
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Pre-Service

Service

Post Service

	Value Social							
	Value Emotional							
Experiences	Value Functional							
	Touchpoints							
	Experience							
Front stage	Actors							
	Environment							
	Website?							
Back Stage	Operations							
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	Vendor #1							
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Standard Work

SALES SDCA CANVAS

Team Name: Sales Cycle ID:

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 Identify what is the standard for a given process. It should provide a realistic definition of work and to do this it must be clear, concise and provide a clear line of sight to the future. Manager, Team Coordinator and Team Members.

A: Agree on the method.
 Agree on the method to be used for the documentation of standard work. It will comprise the necessary components of a standard work form that are also the basis of being able to implement, what are you currently doing?

L: Locate the people who will be on the team.
 Identify the members of your team, including position and role they will play.

E: Empower the Team
 The team is authorized and responsible for the tasks within this step. Study is the most useful tool for empowering a team. Define Roles, Skills, Roles and Responsibilities. Define Roles and Responsibilities. Define Roles and Responsibilities.

S: Select the Team Goals of the Project
 The team must fully understand the exact goals and outcomes that are expected for the particular cycle.

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 Implement the plan based on other means of standardization to ensure work flow and problems are resolved.

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SDCA Canvas

New Ideas

New Risks

Weekly Tactical

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Team Commitment (%)																					
Project Goal (% Not Done at 1/15)																					

Monthly Strategic

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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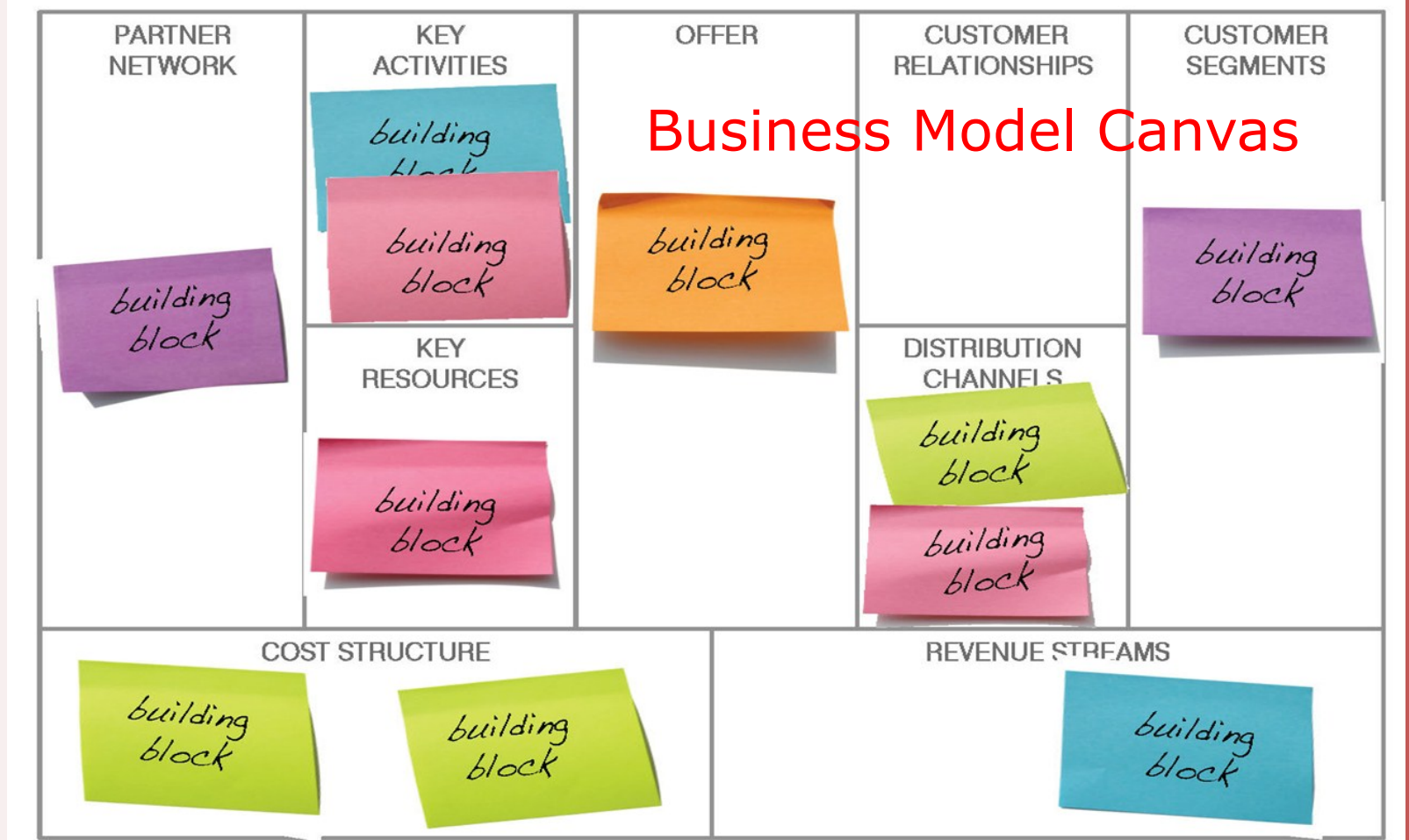
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PDCA Canvas

Business Model Canvas



Dates

Key Events

Pre-Service

Service

Post Service

Actors/Support Standard Work

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Team Commitment (%)																					
Project Goal (% Not Done at 1/15)																					

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	Value Emotional								
Experiences	Value Functional								
	Touchpoints								
	Experience								
Front stage	Actors								
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