

Accelerate Pre-Project Activities

Pre-project Activities

Pre-project Overview

Note: To download a printer-friendly version of the **Pre-project Activities** topics, go to: www.wmep.org/accelerate.

- The MEP Supply Chain Advantage (SCA) deploys the local MEP to execute an Accelerate project by providing the local MEP center with Supplier contact information and an electronic copy of the executed Accelerate charter.
- This commences local MEP deployment of the Accelerate project.

Pre-project Step 1: Local MEP Initial Supplier Customer Contact

Goals

- Maintain momentum established by the Kickoff meeting by initiating Local MEP contact with Supplier within 48 hours of project charter signing.
- Set up on-site pre-project meeting with Supplier Leadership.

Activities

- MEP makes appointment with Supplier for Pre-project meeting.
- Discuss potential project dates (requires 2 consecutive full days).
- Discuss whether the Supplier will invite OEM participation in the Phase I project.

Circumstances Requiring Local MEP Communication with MEP Supply Chain Advantage

- Supplier is not returning phone calls or e-mails, delaying the scheduling of the project.
- Supplier is not willing to commit adequate resources for a successful project.
- Earliest possible project dates extend beyond charter deadlines.
- Two consecutive full days are not possible for the Supplier.
- Part number or process family has changed from what was agreed to on the charter.
- Part or process is not actively on order by OEM.

- Project dates are rescheduled. Please make us aware so we can update the OEM.
- You have not received completed Supplier Profile Questionnaire and Supplier Lean Practices Self-Assessment from the MEP Supply Chain Advantage.
- Any circumstance jeopardizing the success of the project.

Pre-project Step 2: Project Preparation Meeting

Prior to on-site pre-meeting, MEP SCA Project Manager will hold a web-ex/telcon meeting with Local MEP Accelerate delivery staff.

Goals

- Review OEM Supplier Charter particulars (see Appendix 1 for Generic Accelerate Project Charter)
- Review Supplier Pre-project Questionnaire and Lean Self-Assessment.
- Review Accelerate process, if needed.

Pre-project Step 3: Local MEP Supplier On-site Pre-project Meeting

Goal

- Set the stage for executing a successful Accelerate project positioned to launch or support an enterprise-wide lean transformation and a successful long-term MEP mentoring relationship with Supplier.

Activities

Local MEP holds face-to-face pre-project meeting with Supplier to discuss the following:

- Introduce yourself and your MEP mission and consulting capabilities.
- Discuss the Accelerate project charter; confidentiality, etc.
- Confirm P/N or Process Family & data necessary for project.
- Discuss OEM demand. Confirm that P/N or Processes is actively required.
- Finalize Project Dates & Time. Review Project Agenda with Supplier.
- Discuss make up of project team and executive involvement/support. Ensure Supplier is committing the right resources for a successful project.

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- Walk the Value Stream to observe the Supplier's current production process.
- Review Supplier Company Profile Questionnaire (see Appendix 2).
- Review Supplier Lean Practices Self-Assessment (see Appendix 3).
- Review any additional Supplier data collection requirements for project execution (if any).

Note: Following on-site pre-project meeting, send Project Dates to MEP Supply Chain Advantage Lead at Hayner@wmep.org.