

HOW TO ASSEMBLE A

SUPER



INVENTORY MANAGEMENT TEAM



We work with customers on a daily basis to make sure they have what they need to meet their inventory management goals. One of the most important ways to achieve success is to make sure you have assigned roles to people within your district who will oversee and use your inventory management solution. You need to pioneer internal change that begins with implementation.

The following is a list of roles that will help you begin the change management process in your district. This is the exact list we use in our Services department to help customers get started. Many of these questions will involve other teams within your district, so use this as a chance to reach out to them so they will get the full picture of how you want your project to look.

MASTER BLACK BELTS

These are your champions who set the tone for the project and guide all teams toward the district's vision. They will identify project time lines and budget, set project priorities, remove barriers to success, and reward and recognize the team for their accomplishments. A master black belt works cross departmentally to make sure the entire district is working to achieve the same overall goal. This opens the doors of communication, so all other belts can do their jobs more effectively and work with counterparts in other areas of the district.



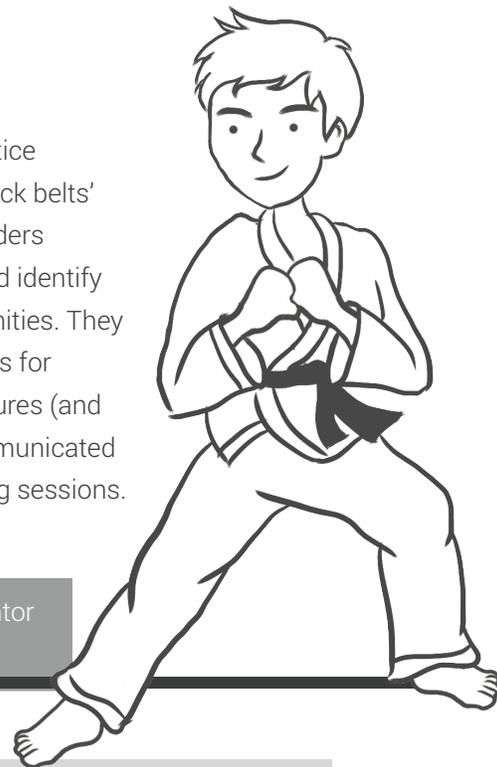
TYPICAL ROLES: A C-level, executive level, or director level administrator is the most successful as a master black belt.

MY MASTER BLACK BELTS ARE:

BLACK BELTS

Black belts are the appointed project managers. Inventory management and oversight is their direct responsibility, and they understand the objectives of your new inventory management program. Black belts will lead your team to success by managing project timelines and budgets set by the master black belt, delegating tasks in line with project priorities, and identifying barriers to success and communicating them back to the master black belt (along with

project progress and best practice recommendations). It is the black belts' responsibility to bring stakeholders together to gather feedback and identify process improvement opportunities. They will also recognize opportunities for training and make sure procedures (and the reasons for them) are communicated to the other belts during training sessions.



TYPICAL ROLES: A coordinator or manager title.

MY BLACK BELTS ARE:

Three horizontal dashed lines for listing names.



TYPICAL ROLES: These people will need to perform normalization on the existing data to make it consistent in order to ensure clean data going forward.

MY GREEN BELTS ARE:

Three horizontal dashed lines for listing names.

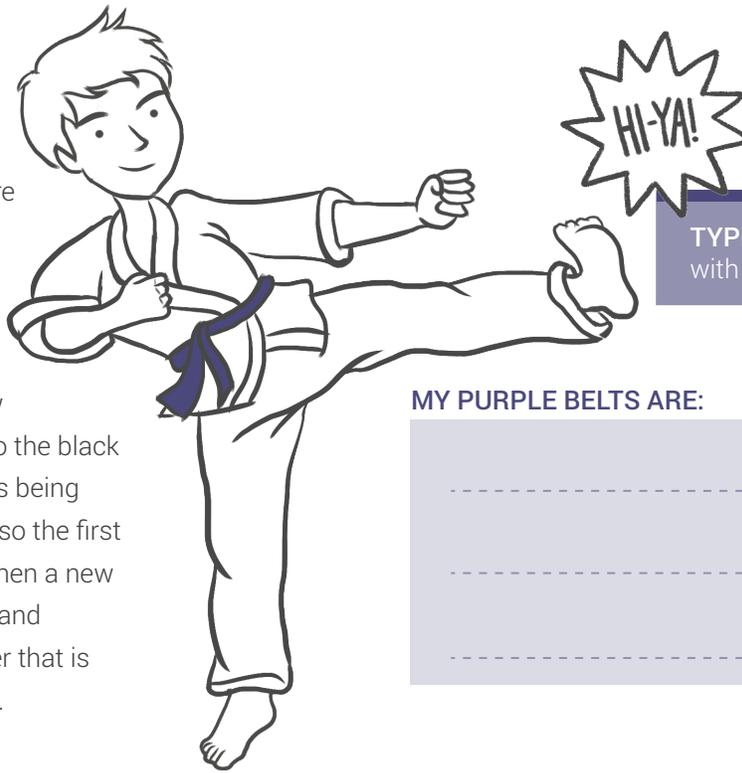


GREEN BELTS

Your green belts offer support with specific project deliverables. Green belts will be your district analysts or specialists. You will need integration green belts who understand the system you are interfacing with your inventory management solution. You'll also need data conversion green belts who understand your existing inventory data.

PURPLE BELTS

Purple belts are the procedure experts at the campus level. These people are optimistic and excited for the new change. Your purple belts act as mentors for the yellow belts and provide feedback to the black belts about how the project is being received by staff. They are also the first touch point for black belts when a new policy is being implemented and provide insight about whether that is realistic and accomplishable.



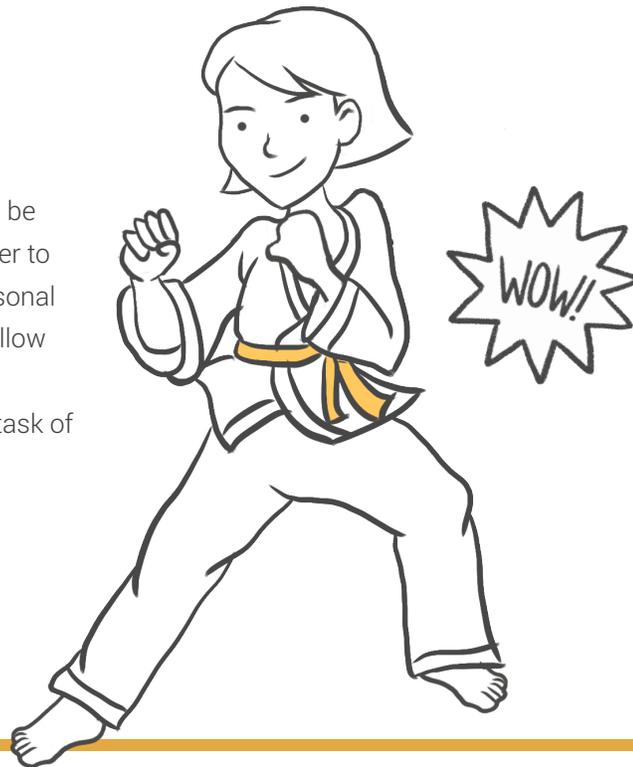
TYPICAL ROLES: Staff members with a "lead" title or responsibility.

MY PURPLE BELTS ARE:

Three horizontal dashed lines for writing names, with a curved arrow pointing from the 'TYPICAL ROLES' box to the form.

YELLOW BELTS

Yellow belts have a variety of delegated roles and responsibilities critical to project success. They need to be given information about the project from all belts in order to get excited and understand the importance of their personal roles when it comes to achieving the district's goals. Yellow belts need communication from black belts repeatedly throughout the year. Inventory management is a small task of their overall role, so it's important to be mindful of their experience. When they are given instructions, the information needs to be relevant to the tasks they are doing at the time. They don't want to know how to perform an audit when they are trying to distribute inventory at the beginning of the year.



TYPICAL ROLES: Principals, media specialists, secretaries, leads, techs, and warehouse staff.

MY YELLOW BELTS ARE:

Three horizontal dashed lines for writing names, with a curved arrow pointing from the 'TYPICAL ROLES' box to the form.