

**CHARTERED QUALITY INSTITUTE**  
**DEMING SPECIAL INTEREST GROUP – WORKSHOP**  
**11<sup>th</sup> September 2008**

**Present**

Alan Clark Chair,  
Carol A. Long,  
Alan Hodges,  
Malcolm Gall,  
Tony Brown,  
Derek Richings,  
Terry Rose,  
Will Pollard,  
Mike Upstone,  
Terry Peterson Hon Sec.

**Apologies**

Tony Korycki , John Carlisle, Esther Ridsdale, Ray Charlton.

**Outcomes to be worked towards during the day**

The aim of the day was to continue to develop the open-source Model of Sustainable Organisation (MoSO).

Items for the day;

MoSO Storyboard  
MoSO Authors Guidelines  
Deming Principles – BoDK  
MoSO Development  
Validation Plan

## **MoSO Storyboard**

Modifications agreed at last meeting have been incorporated in the Story board.

Need to ensure that the current version is available on CQI website.

## **MoSO Authors Guidelines**

Reviewed by meeting and agreed.

Lead Authors will deliver a **Microsoft Word 97/2000/XP (.doc)** document.

Need to prepare one-page summary for Margaret Rooney PPC

## **Deming Principles – BoDK**

TP prepared one-page summary.

The group brainstormed the subject and generated a lot of data.

TP will take this material and prepare summary/detail and relation to known Deming topics by end September.

## **MoSO Development**

The group used TB paper on Sustainability as a case study for reviewing an input and generating a list of self-examination questions.

Object is to have one definitive .pdf document, per MoSO “button” on CQI website, after validation process.

Any further input on this entry to use “Buzzword” as a collaborative working area method / discussion forum.

Entries need to grab the reader’s attention;

- use of self examination-questions,[reorder for more emphasis]
- use of stories and quotes,
- use of questions,
- use of examples.

## **Validation Plan.**

Lead authors to arrange for up to three peer reviews after which the article is passed to the moderators.

The moderators then review or arrange for small groups to support them in the moderation process.

Process to be completed by January 2008.

Need to agreed list of external validators.

**Specific action points**

Ensure that the current version of MoSO Storyboard is available on CQI website	TR / TP
Prepare one-page summary of Authors Guidelines for Margaret Rooney PPC	TR
Prepare Deming Principles by end September.	TP
Provide updated matrix of Milestones for the Content Development of MoSO	TR
Scope out open-source, creative commons definition	WP

**Next meeting**

December 4<sup>th</sup> 2008

Need to establish a generic template for meeting agenda	TP
---	----

## **APPENDIX**

### **ISSUES (in no order)**

What does MoSO look like?

Need to identify and progress MoSO technical documentation (i.e. MoSO content).

What is USP?

Are we producing something that is wanted?

What will sell it to the end-user?

How do we envisage that it will be used?

How will we get it to be used?

How will it be updated?

Maintain quality of output.

What about IPR?

Copyright?

Maintain fun factor.

Why not just use an existing model/material/books/websites?

Need a communication plan