

The worksheet: how to create a better work environment

When you start off a new project, LivingLean recommends that you assemble every single one of the people who have influence on the project. Include everyone as a natural part of your kickoff meeting before project start.

We know that it can seem like an obscure task, which is why we have created a suggestive worksheet that you can easily modify according to your needs and current situation.

We hope you can make use of it!

Best regards
Peter Rishøj, Partner af LivingLean



Questions & notes

For reflection

What defines a safe work culture?

How is communication on the construction site?

How do we handle conflicts on the construction site?

How do we ensure effective decision-making meetings?

Kickoff meeting

Date:

Location:

Inquiry hierarchy

Critical	Must be handled within 24 hours, otherwise construction will stop
Priority 1	Must be handled within 24 hours
Priority 2	Must be handled within a week - if in current stage
Priority 3	Must be handled within a month - for a later stage

To do

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Ground rules at the construction site

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

Representatives

Carpenter	Name: <input type="text"/> Phone: <input type="text"/>
Plumbing	Name: <input type="text"/> Phone: <input type="text"/>
Engineer	Name: <input type="text"/> Phone: <input type="text"/>
Electrician	Name: <input type="text"/> Phone: <input type="text"/>

Notes

Date of evaluation:

Evaluation

Date:

Location:

	1-10	Note
Ground rule 1 Example: How well prepared have I been for status meetings?		
Ground rule 2		
Ground rule 3		
Ground rule 4		
Ground rule 5		
Ground rule 6		
Ground rule 7		
Ground rule 8		
Result		