SHADOW SHIFT OPERATIONS

DMS Rescue Process Checklist

What to expect when we assess and improve your plant's Daily Management System (DMS).

TARGET TIMING	DELIVERABLES & MILESTONES
GET STARTED **Week 0**	**Complete onboarding** ☐ DMS Audit application ☐ Optional case study/media consent ☐ Signed Audit Services Agreement ☐ Confidentiality terms in agreement
AUDIT **Weeks 1–2**	**Diagnose the current system** ☐ DMS Audit Report with action closure and leader routine baselines ☐ Prioritized list of fixes ☐ Leadership readout and agreed Build scope if proceeding
BUILD **Weeks 1–2**	**Pilot Tier 1 in one area** ☐ Daily frontline huddle and visual board ☐ Action log with owners and due dates ☐ Pilot leader routine map and progress update
BUILD **Weeks 3–4**	**Expand Tier 1 and connect Tier 2** ☐ Frontline huddles and boards across agreed lines ☐ Cross-functional huddle and escalation rules ☐ Dashboard for overdue actions and repeat issues
BUILD **Weeks 5–6**	**Connect Tier 3 to plant leadership** ☐ Plant leadership huddle for escalations and decisions ☐ System Health Dashboard ☐ Coaching cards and a baseline for leader routine completion
BUILD **By Build close**	**Hand off to the plant team** ☐ Documented leader routines and weekly process audits ☐ Handoff summary with metrics and owners ☐ 30/60/90-day sustainment review plan
FOLLOW-UP **After handoff**	**Sustain the system** ☐ Plant-led 60- and 90-day checks and quarterly system reviews ☐ Optional quarterly sustainment audit

Build is a separate 4–6 week engagement. Timing depends on site readiness.