SMS Activation

How to Turn the Lights On Workshop

August 13, 2019

Moderator Introductions

◁ Heidi Benaman, Faith Group, LLC

◁ Dave Fleet, Faith Group, LLC

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Workshop Overview

◁ Activation Plan versus Implementation

◁ Divide into three groups

 ◁ Small – Dave Fleet

 ◁ Medium – Ken Ibold

 ◁ Large – Heidi Benaman

◁ Show of hands who have activated

 ◁ ATL, DSM, ORD, SAN, SMF – others?

 ◁ Divide amongst the three

◁ Goals

 ◁ Discuss each area of activation

 ◁ Elements

 ◁ Time frames

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Template Outline

Objective	Tasks	Timeline	Concurrent with other Tasks	Activities
Activate Policy	1. Form SMS Committees			
Activate Safety Risk Management	1. Train Committees on SRM			
	2. Conduct at least 3 Risk Assessments and Mitigation Plans			
	3. Update SRM tools/manual			
Activation Assurance	1. Develop Internal Evaluation Plan			
	2. Train Evaluator			
	3. Conduct Evaluation			
	4. Update Evaluation Tools			
Activation Promotion	1. Develop Training program for SMS Committees			
	2. Conduct Training			
	3. Develop Training for General Employees			
	4. Conduct Training			
	5. Develop Logo, posters, "Brand", etc.			
	6. Develop Incentive Programs			
	7. Activate Incentive Programs			

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Template Outline

Objective	Tasks	Timeline	Concurrent with other Tasks	Activities
Activation Database	1. Develop requirements			
	2. Design Excel/Access Database			
	3. Develop RFP for Software Solicitation			
	4. Advertise and Select a Vendor			
	5. Implement Software			
Conduct Gap Analysis 1 Year After Full Activation	1. Conduct Gap Analysis			

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