



**City of Los Angeles**  
**Quality and Productivity Commission**  
**2010 Quality and Productivity Awards Application**

**Please download a separate application for each project submitted. (Limit 3 per Department)**

**Application Number (Commission Use Only):**

**PROJECT SUMMARY**

**PROJECT TITLE:**

**PROJECT SYNOPSIS (Two line maximum):**

products and returning them to the surrounding communities free of charge

**HAS THIS PROJECT BEEN SUBMITTED FOR A QUALITY AND PRODUCTIVITY AWARD BEFORE?** ☐ Yes ☐ No  
**IF "YES," FOR WHICH YEAR WAS IT SUBMITTED?** \_\_\_\_\_

**AWARD CATEGORY(S) APPLICABLE TO YOUR PROJECT:**

☐ Customer Service

☐ Saving Money

☐ Other (specify): \_\_\_\_\_

**DEPARTMENT INFORMATION**

**DEPARTMENT:**

**BUREAU:**

**DIVISION:**

**MAIL STOP:**

**DEPARTMENTAL COODINATOR:**

**E-MAIL:**

**PHONE NUMBER:**

**FAX NUMBER:**

**PROJECT MANAGER:**

**E-MAIL:**

**PHONE NUMBER:**

**FAX NUMBER:**

**DEPARTMENT HEAD SIGNATURE:**

**DATE:**

**JOINT DEPARTMENT INFORMATION (If Applicable)**

**DEPARTMENT:**

**BUREAU:**

**DIVISION:**

**MAIL STOP:**

**DEPARTMENTAL COODINATOR:**

**E-MAIL:**

**PHONE NUMBER:**

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**PROJECT MANAGER:**

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**PROJECT MANAGER:**

**E-MAIL:**

**PHONE NUMBER:**

**FAX NUMBER:**

**DEPARTMENT HEAD SIGNATURE:**

**DATE:**

PROJECT TITLE: \_\_\_\_\_

### PROBLEM STATEMENT

Directions: Briefly describe the problem(s) that the project addressed.

### PROJECT DESCRIPTION

Directions: Summarize the project, including how it addressed the stated problem, the roles of key project participants, and any other relevant information. Limit the description to the space provided.

PROJECT TITLE: \_\_\_\_\_

**PROJECT DESCRIPTION CONTINUED**

Directions: If necessary, continue to describe the project in the space provided.

**INTELLECTUAL PROPERTY**

Does the Project involve any new invention(s)?

- |  |  |
|--|--|
| <input type="checkbox"/> (1) mechanical, electronic or chemical device | <input type="checkbox"/> (4) processes or methods of doing business (e.g. accounting method) |
| <input type="checkbox"/> (2) software, hardware or firmware            | <input type="checkbox"/> (5) materials of any kind   |
| <input type="checkbox"/> (3) botanical plants                          | <input type="checkbox"/> (6) genetically engineered matters or animals                       |

If yes, provide an explanation for each box checked above. Limit the description to the space provided below.

PROJECT TITLE: \_\_\_\_\_

#### AWARD CRITERIA

These categories are intended to help applicants demonstrate the benefits of their projects. They are *not* intended to exclude projects that may not fit exactly into one of the criteria. If your project fits one or more of the criteria, explain how. If your project does not fit neatly into one of the criteria, choose the criteria closest to your project and describe what benefits result from your project. It is not necessary to repeat information here that is already included in the project description. Hint:: Focus on the benefits of your project.

**Improving Customer Service** (ie. Responsiveness to the customer; timeliness of service; availability to the customer; improved turn-around time; services performed beyond the call of duty; increased office morale.)

• **Saving Money** (i.e. increased revenue and/or cost savings; sustainable vs. one time savings; cost avoidance; applicable to other Departments):

PROJECT TITLE: \_\_\_\_\_

PROJECT TEAM MEMBER LIST					
	Last Name	First Name	E-MAIL	PHONE NUMBER	TITLE
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