



Daily Work Plan – Mission Task Analysis (DWP-MTA)

LEARNING DISCUSSION GUIDE



Why is Baker launching the new Daily Work Plan – Mission Task Analysis (DWP-MTA) process & form?

“Over the years, the essence and importance of our MTAs have started to become diluted with information and used as a check-the-box exercise. We must bring this intent and usefulness back. The new Daily Work Plan format will get us to a place where every crew chief and crew member produce more cubic yards of concrete per man-hour safe, and right the first time better than any other concrete construction crew in the world.”

— DAN BAKER, FOUNDER, BAKER CONSTRUCTION ENTERPRISES

When should the training be rolled out?

The goal is for all of those in Baker Construction Enterprise (BCE)’s intended audience to have completed their viewing of this training no later than November 25, 2020.

Who is the DWP-MTA training intended for?

This training is intended for anyone in a field leadership role. This includes, but is not limited to: Foremen, Superintendents, PEs, PMs, Safety, Engineering, Layout, Quality, etc.

How is the training presented?

The DWP-MTA training is presented in a 60-minute video format, with a handful of “pause points” for the viewer(s) to write down their responses to things they have seen in the training. The video is available in both English and Spanish, as are the materials for learners to complete.

How are the training materials accessed?

The videos and related materials can be opened and/or downloaded from this link:

<https://bakerconstruction.com/dwptraining/>

How is the training content to be delivered?

Two options are recommended. Please consider which option is best for you and/or those on your jobsite. It is also ok to use both options, as appropriate:

- **Option 1:** A small group gathers on the jobsite to view the training video together. Such a group should be facilitated by either the PM or the Superintendent, or other Region-designated person. **WARNING:** If selecting this option make sure to follow all social distancing and face covering precautions.
- **Option 2:** An individual can use the web link to access the training content and view it at a time and location that is convenient and safe for them.

What is expected of learners during the training?

In addition to the 60-minute video, a Learner Discussion Guide is also located at:

<https://bakerconstruction.com/dwptraining/>.

This fillable form PDF is available in both English and Spanish. During the video-based training, there are “pause points” in which the learner(s) are asked to give their reaction to things that they have seen. These reactions should be written in the appropriate fields in the Learner Discussion Guide. The answers can either be entered directly into the fillable form PDF or, the PDF can be printed out and the responses hand-written in; with the completed materials then re-scanned.

What is expected of facilitators?

If the Small Group “Option 1” is used, the Facilitator of that group ensures everyone attending views the learning video and participates in the discussions. Facilitators will need to watch for the “pause points” to ensure the video is stopped and discussion takes place with their group. Facilitators capture the comments from participants and then submit the group’s forms to their regional contact person.

Submitting Attendance & “Pause Point” Responses

Whether the training video is viewed in a group or individually, once the session is completed and all forms have been filled in, all of the documents should be submitted to the designated regional contact person.

Note: Combine multiple groups / individuals from the same jobsite on one attendance sheet until the sheet is filled. Make sure learners correctly note the date that they viewed the training video.

Schedule When & Where to View the Training

The training video itself is 60 minutes. It is recommended that 90 minutes be blocked to allow for participant discussions during the training. Also, consider conducting the training in a location with minimal interruptions.

Post-Training Follow-Up Plans

BCE will be following up in the weeks after the training rollout is complete to confirm the implementation of the DWP-MTA process and form through random reviews of completed and used DWP-MTAs pulled from random jobsites in each region.

Routing Questions / Comments / Feedback

For any additional information needed, please contact **Paul Smith** (SmithPa@BakerSharedServices.com) or **513.716.7260**, Head of Training, for BCE.



BAD END OF THE DAY video discussion

What did Bruno do wrong?

Empty response area for the question "What did Bruno do wrong?"

What would you tell Bruno to do differently?

Empty response area for the question "What would you tell Bruno to do differently?"



GOOD END OF THE DAY video discussion

What was handled better this time?

A large, empty rectangular box with a thin black border, intended for handwritten notes or answers to the question above.



UNPRODUCTIVE APPROACH TO MORNING HUDDLES video discussion

What did Bruno do wrong?

Empty response area for the question "What did Bruno do wrong?"

What would you tell Bruno to do differently?

Empty response area for the question "What would you tell Bruno to do differently?"



PRODUCTIVE APPROACH TO MORNING HUDDLES video discussion

What was handled better this time?

Empty response area for the discussion question.

START TIME IS SACRED DISCUSSED video discussion

Where could you tighten up time within your crew to help them be more efficient?

Empty response area for the discussion question.



DAILY WORK PLAN - MISSION TASK ANALYSIS (DWP-MTA) LEARNING DISCUSSION GUIDE

QUESTIONS / COMMENTS / FEEDBACK *(For items that may come up during the learning session.)*

DATE VIEWED	QUESTION / COMMENT	CONTACT

DWP-MTA LEARNING DISCUSSIONS FACILITATED BY:

DATE SUBMITTED	REGION	JOB NAME	JOB #

PRINTED NAME	TITLE	SIGNATURE



DAILY WORK PLAN - MISSION TASK ANALYSIS (DWP-MTA)
LEARNING DISCUSSION GUIDE

PARTICIPANT CONFIRMATION (To be completed at end of the session.)

Table with 4 columns: PRINTED NAME, CO-WORKER ID#, TITLE, SIGNATURE. Multiple empty rows for data entry.

DWP-MTA LEARNING DISCUSSIONS FACILITATED BY:

Table with 4 columns: DATE SUBMITTED, REGION, JOB NAME, JOB #. One empty row for data entry.

Table with 3 columns: PRINTED NAME, TITLE, SIGNATURE. One empty row for data entry.

SUBMIT SCANNED COPY TO:

Table with 3 columns: REGIONAL CONTACT, PHONE, EMAIL. One empty row for data entry.