



Meeting Planning Six Sigma Style: Do you RUMBA?

Is your RFP **R**easonable? Can the person receiving the RFP **U**nderstand what you are asking for? Is the information you are going to receive **M**easurable? When you get responses back from your RFP are they **B**elievable? And if all of the pieces come together, is the event **A**ttainable or **A**chievable?

RUMBA is an acronym that provides guidelines that can be used when putting together an RFP, a contract, an event, really anything that you or your organization is trying to achieve when working on a project (event).

Reasonable - Is the RFP based on a realistic assessment of the event's actual needs and budget?

Understandable - Is the RFP clearly stated and contain enough information for properties to respond?

Measurable – do you have the ability to measure the responses against the requirements?

Believable – do you believe the selected vendor can provide at the proposed rates and terms?

Attainable or **A**chievable - are you presenting viable proposals to your stakeholders that accomplish their goals for their event?

Events are projects that can easily use the tools from the Six Sigma tool box and during this session you will learn how to apply these tools while planning your next successful event.

Learner Outcomes

1. Evaluate your RFP based upon RUMBA guidelines
2. Understand the importance of the event objective before sending the RFP
3. Clearly communicate your event needs in your RFP
4. Better understanding of the value of Six Sigma process management

Additional Workshop Topics

- Meeting Planning Six Sigma Style: **LEAN 101**
- Meeting Planning Six Sigma Style: **LEAN Six Sigma**
- Meeting Planning Six Sigma Style: **SIPOC**
- Meeting Planning Six Sigma Style: **DMAIC**
- Using Business Intelligence To Manage Meetings Strategically

Presenter

Rob Wilson, MCSE is President and Founder of Meeting Evolution

Rob achieved his Six Sigma Greenbelt from Honeywell International and is currently completing study for his Six Sigma Blackbelt.

For further information contact:

Robert Wilson

Meeting Evolution

President and Founder

Phone: 913-897-8234 • Email: rwilson@meetingevolution.net