
PHASE 1 – PLAN: Event Preparation [Kaizen Coordinator]

Develop/Select Project Charter

Assign Event Leader & Team Members

Reserve conference room or appropriate meeting space

Reserve necessary space, supplies (flip charts, markers, notepads, computer, training supplies) & other equipment

Schedule support/resource personnel & contact numbers to assist team (maintenance, staff, technicians)

Obtain layout information needed for analysis, procedures (process breakdown), work flow

Obtain data including cycle times, process times, NVA time

Schedule lunch area & accommodations

Take “Before” pictures of area – capture current state information

Obtain best-practice information – Develop CI/lean instruction training for team

Have a whiteboard or flipchart available to “newspaper” future action items

Schedule & advertise the event

Provide a copy of the charter for each team member & leader

Provide newspaper information from past Kaizen(s) to each team member & leader

Schedule leader update meeting, persons, place & time (for Days 2, 3 & 4)

Schedule corporate report out room & resources (for Day 5)

PHASE 2 – DO: Conduct the Event

Day 1:

Team meets to discuss the Kaizen Event & objectives (financial & operational)

Define Problem → Project Scope → Roles & Responsibilities

CI Training to support the event is provided by the project leader

Team maps value stream flow, work flows, creates layouts, measures times, makes notes of observations (perhaps for future events) - Collect Data (NVA, VA)

Day 2:

Discuss Findings, Collect More Data, Analyze Data

Newspaper findings not within the scope of project

Meeting with leaders – aligned with organizational needs/requirements

Day 3:

Analyze Data, brainstorm solutions

Prioritize improvement ideas within the scope of the problem

Implement change - CI methods (5S, standardized work, standard work-PDCA cycles, SMED, Kanban, Poka-yoke)

Newspaper findings not within the scope of project

Meeting with leaders – aligned with organizational needs/requirements

Day 4:

Implement change - CI methods (5S, standardized work, standard work-PDCA cycles, SMED, Kanban, ...)

Newspaper findings not within the scope of project

Generate a presentation of project results & findings, lessons learned, what worked/did not work.

Meeting with leaders – aligned with organizational needs/requirements

Day 5:

Wrap up – finish presentation – involve all team members in development/delivery of presentation

Communicate Kaizen results to the corporation – Deliver presentation

Report the newspaper of observations, actions to be completed (standardized) to the Kaizen Coordinator (CHECK & ACT)

Celebrate the results of the Kaizen event - Party