

Kaizen Checklist

Process/System: _____ [list process]	Event Dates: _____ [date]
Facilitator: _____ [name]	Team Leader: _____ [name]
Team: [list members]	

Time	Activity	Responsible Person	Complete : C In Progress: P	Date Completed
Pre-Event	Identify Process/System for improvement and primary stakeholders.		C	
Pre-Event	Complete Specific Problem Statement (Project Charter). - --SEE KAIZEN EVENT TEMPLATE. PPTX		C	
Pre-Event	Get approval from Sponsor. Identify Team Leader & Facilitator (Lean Champion).		P	
Pre-Event	Identify Team members		P	
Pre-Event	Schedule pre-planning meeting with Team		P	
Pre-Event	Hold pre-planning meeting with Team. Introduce Kaizen, 8 Forms Waste, standard work, value vs. non-value, value stream mapping. Complete Project Charter.		P	
Pre-Event	Collect process data/statistics.		P	
Pre-Event	Schedule Kaizen Event dates. Reserve room/equipment.		P	
Pre-Event	Schedule date for presentation to management.		P	
Pre-Event	Notify all staff of Event (open door policy).		P	
Pre-Event	Gather Supplies (the day before the Event).		P	
DAY1	Review of Lean Elements, Rules, Tools.		P	
DAY1	Review Project Charter & supporting documentation/data/stats.		P	
DAY1	Warm Up Activities (The Customer, 5 Whys).		P	
DAY1	Review Team Rules.		P	
DAY1	Develop Current State map. Take photo.		P	
DAY1	Identify Value Added (VA), Non-Value Added (NVA), and Non-Value Added but Required (VAR) activities for Current State.		P	
DAY1	Calculate VA, NVA, NVAR, and Total Cycle Time		P	
DAY2	Identify Waste in Current State map.		P	
DAY2	Create Future State map. Take photo.		P	
DAY2	Develop standard work & single piece flow (reduce batching).		P	
DAY2	Develop Visual Workplace.		P	
DAY3	Determine if all Goals have been met.		P	
DAY3	Identify Outcomes (performance measures).		P	
DAY3	Develop Implementation Plan (limit to 2 weeks).		P	
DAY3	Finalize PowerPoint presentation.		P	
DAY3	Identify presenters roles for management presentation.		P	
DAY3	Closing: Lessons Learned, Future Items to Address		P	
DAY3	Team photo		P	
Post-Event	Present Event & Outcomes to management.		P	
Post-Event	Post Event details and photos on a bulletin board or a common area.		P	
Post-Event	Complete Implementation Plan.		P	
Post-Event	Train Staff.		P	