### Kaizen Checklist

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

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**Event Dates:** [date]

**Team:** [list members]

**Facilitator:** [name]

**Team Leader:** [name]