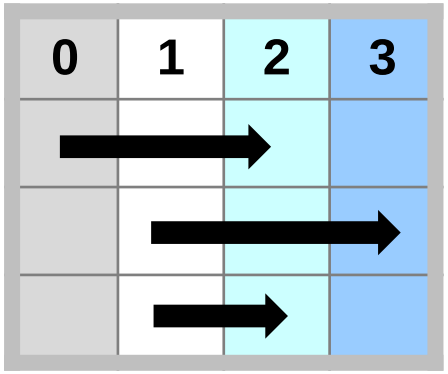
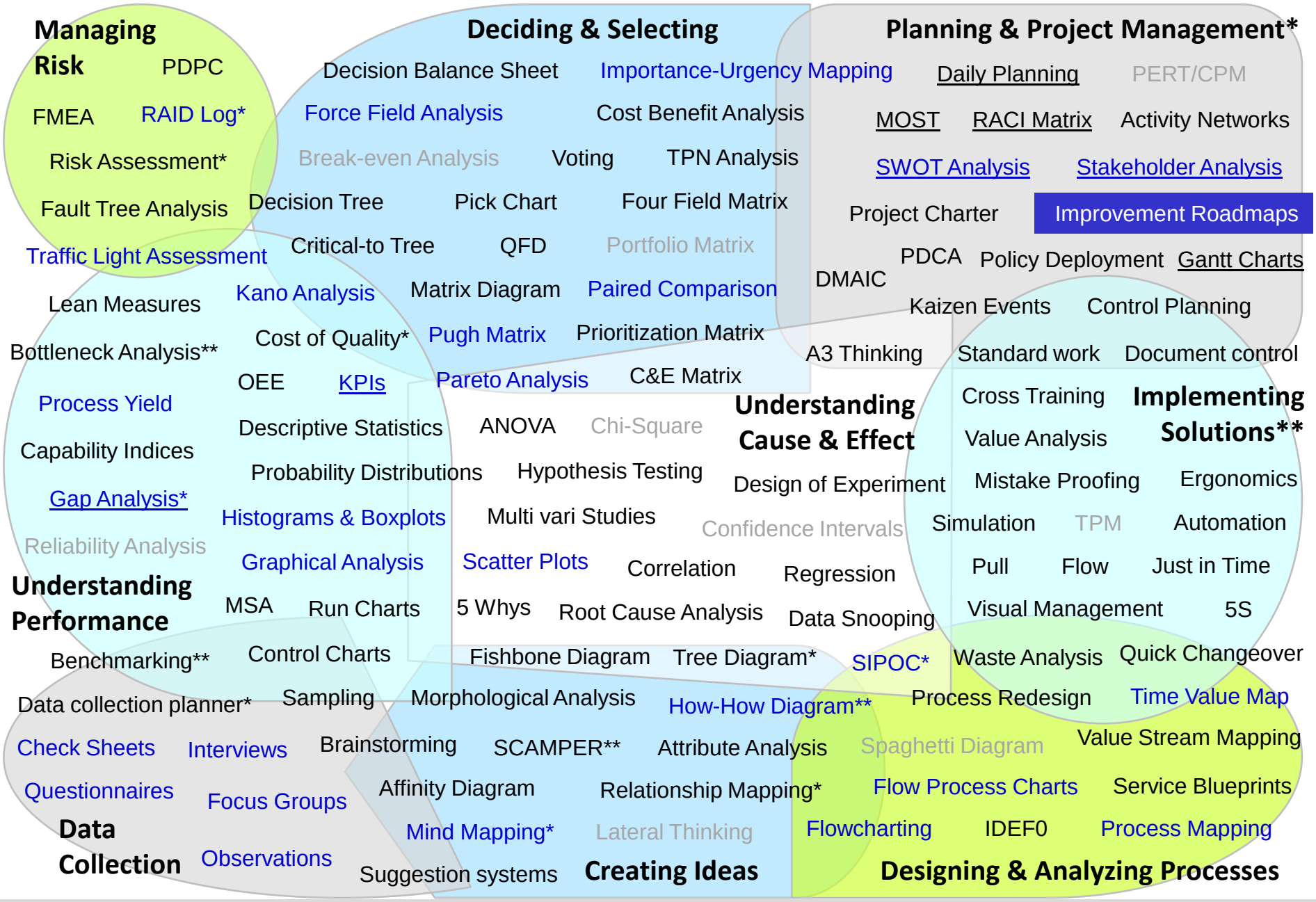
Continuous Improvement Toolkit

Improvement Roadmaps



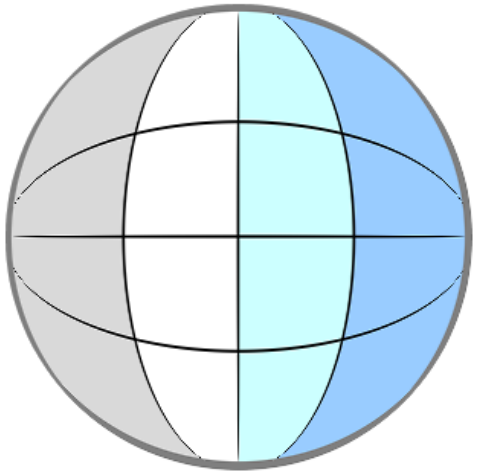
The Continuous Improvement Map



- Improvement Roadmaps

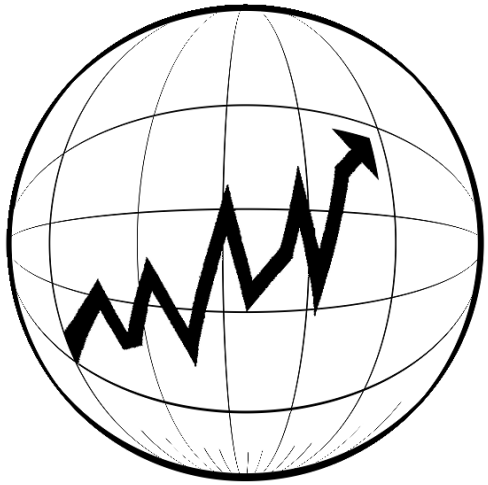
- Our long-term project management and process improvement can be very complicated.
- We can drive with no fixed destination or time constraints.
- We need to know and understand where we are now, and then find the fastest and simplest way to achieve our targets.

A map can always help to find our way!



- Improvement Roadmaps

- **An Improvement Roadmap** is a simple method to achieve improvements.
- A document that will guide us through the implementation process of a **long-term** goal or project.
- Illustrates the best possible routes to get to where we want to go.
- Indicates if we are in the correct way at the right time.
- Provides the team with a good overview of the actual situation of the implementation.
- Ensures all are moving forward toward obtaining excellence.



- Improvement Roadmaps

A good improvement roadmap should answer:

- Where we are now?
- Where we want to be?
- What is the **time** needed to reach our goals?
- What **performance indicators** are needed to assess the progress against the established goals and milestones?

- Improvement Roadmaps

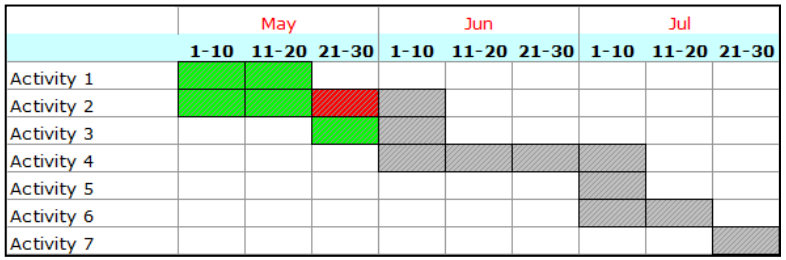
Improvement Goals	Where we are now	Where we want to be in ...	Where we want to be in ...	Where we want to be in ...	Metrics

Measurables are those indicators that allow you to actually assess your progress against your milestones

- Improvement Roadmaps

- **An action plan** per goal is needed to break down big goals into smaller and workable activities.

- **A good action plan:**
  - Outlines all activities and their order.
  - Outlines time periods.
  - Outlines responsibilities.
  - Highlights any particular needs, issues or obstacles to overcome.
  - Identifies where to focus efforts for greater impact.



- Improvement Roadmaps

Example:

Improvement Goals	Where we are now	Where we want to be in 6 months	Where we want to be in 12 months	Where we want to be in 18 months	Where we want to be in 24 months	Metrics
Spoilage reduction	Spoilage rate is too high (>8%)	Defect awareness program to all	Breakdown analysis system in place	Spoilage rate less than 5%	Spoilage rate less than 4%	Spoilage rate
Internal Audit development	Internal audit is not effective enough	Current audit practices reviewed and improved	Audit system covers all functional areas	Audit score above 80%	Audit score above 90%	Audit score
5S improvement	Poor workplace organization & conditions	5S awareness program to all	5S procedures & practices in place	5S audit score above 75%	5S audit score above 85%	5S audit score

- Improvement Roadmaps

Example:

Improvement Goals	Where we are now	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Metrics
Spoilage reduction	Spoilage rate is too high (>8%)	Conduct defect awareness program to all		Develop and implement a breakdown analysis system		Spoilage rate
Internal Audit development	Internal audit is not effective enough		Review and improve the current audit practices			Audit score
5S improvement	Poor workplace organization & conditions			Conduct 5S awareness program to all		5S audit score