Event:	Date:	
Location:		

Kaizen Workshop

Presentation Pack

TEAM MEMBERS	Event:	Date:	
	Location:		

TEAM NAME:

MEMBERS

1. .

2. .

3. .

4. .

5. .

6. .

TEAM PHOTO
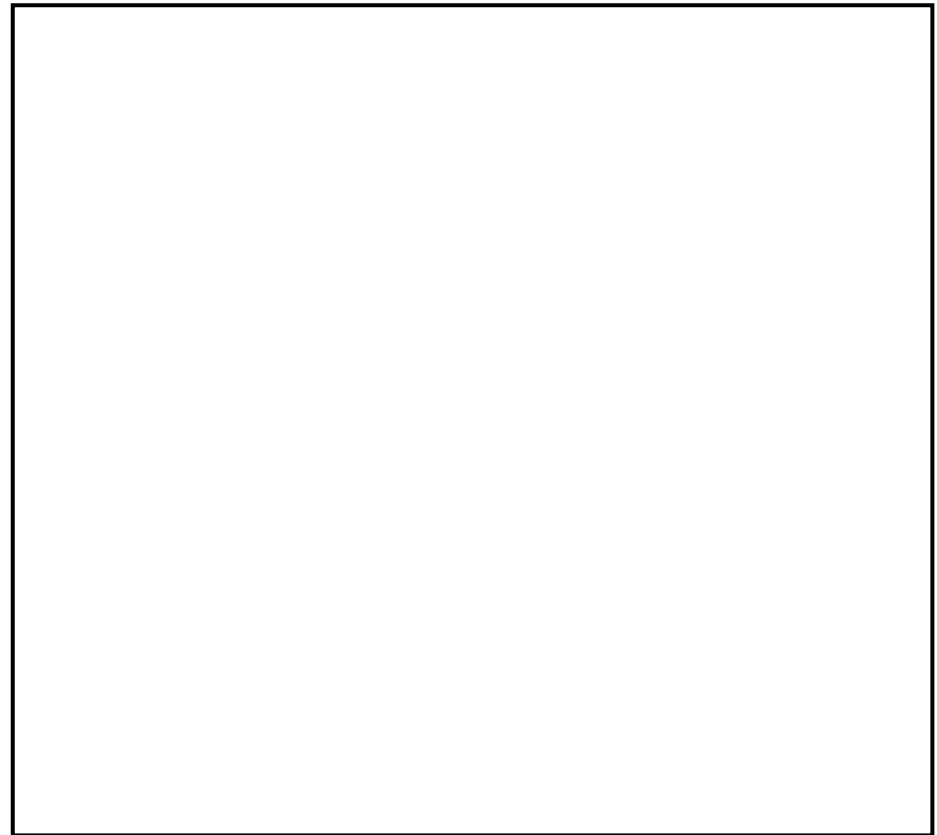
AGENDA	Event:	Date:	
	Location:		

1. **Day 1**
   - a.m. measure the current situation
   - p.m. ideas & plan for the new situation
2. **Day 2**
   - a.m. design new situation
   - p.m. make some changes
3. **Day 3**
   - a.m. measure & record the new situation
   - p.m. complete action plan
   - presentation

AGENDA	Event:	Date:	
	Location:		

1. **Day 1**
   - a.m. measure the current situation
   - p.m. ideas & plan for the new situation
2. **Day 2**
   - a.m. design new situation
   - p.m. make some changes
3. **Day 3**
   - a.m. make some more changes
   - a.m. measure & record the new situation
4. **Day 4**
   - p.m. complete action plan
   - presentation

OBJECTIVES	Event:	Date:	
	Location:		

1. .

2. .

3. .

4. .

5. .

6. .

Situation before Kaizen	Event:	Date:	
	Location:		

| **Situation after Kaizen** | Event: | Date: | |
| | Location: | | |

Photos before Kaizen	Event:	Date:	
	Location:		

| **Photos after Kaizen** | Event: | Date: | |
| | Location: | | |

Some Improvements	Event:	Date:	
	Location:		

WASTE ANALYSIS	Event:	Date:	
	Location:		

WASTE	OBSERVED	CAUSE
OVERPRODUCTION		
WAITING		
TRANSPORT		
INEFFICENT PROCESS		
INVENTORY		
UNNECESSARY MOVEMENTS		
DEFECTS		

SPAGHETTI DIAGRAM

	Event:	Date:	
	Location:		

No	OPERATION	VALUE ADDED	NON-VALUE ADDED	No.	OPERATION	VALUE ADDED	NON-VALUE ADDED
	PROCESS TIMES SUB TOTALS				PROCESS TIMES SUB TOTALS		
					PROCESS TIMES TOTALS		
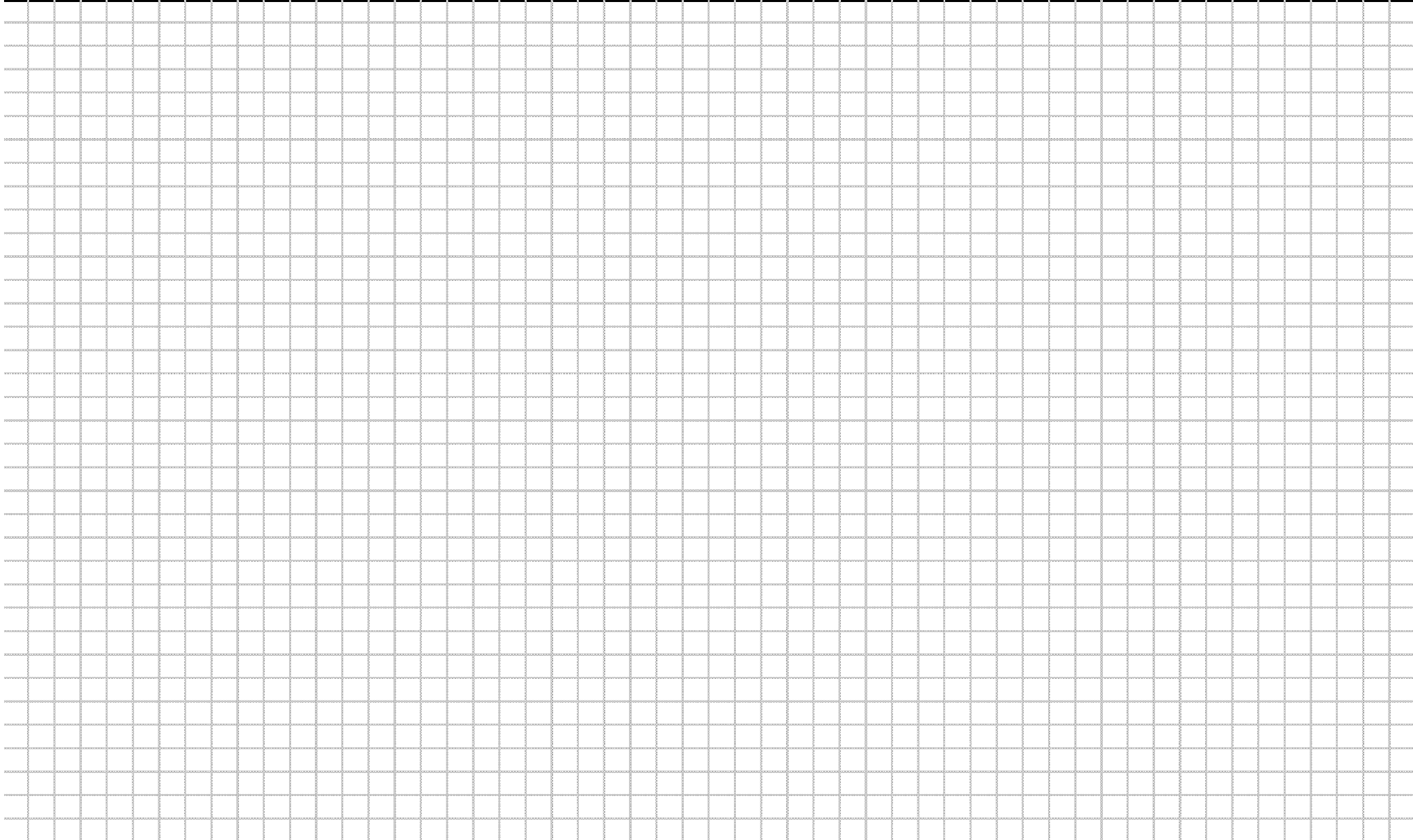
VALUE ADDED

Event:

Date:

Location:

SMED SET-UP TIMES

Event:		Date:	
Location:		Tool:	

No	Task/Operation	CURRENT TIME		IMPROVEMENT	PROPOSED TIME	
		Internal	External	OPERATION	Internal	External
	CURRENT TOTAL			IMPROVED TOTAL		

Internal: Operations that necessitate the stopping of the machine

External: Operations not requiring the stopping of the machine.

Key Terms: ASSEMBLE, DISMANTLE, USE, TRANSPORT (EMPTY), TAKE, TRANSPORT (FULL),

PUT DOWN, FIND, CHOOSE, INSPECT, DEPLACE (REPOSITION), HOLD, WAIT, LOOK FOR.

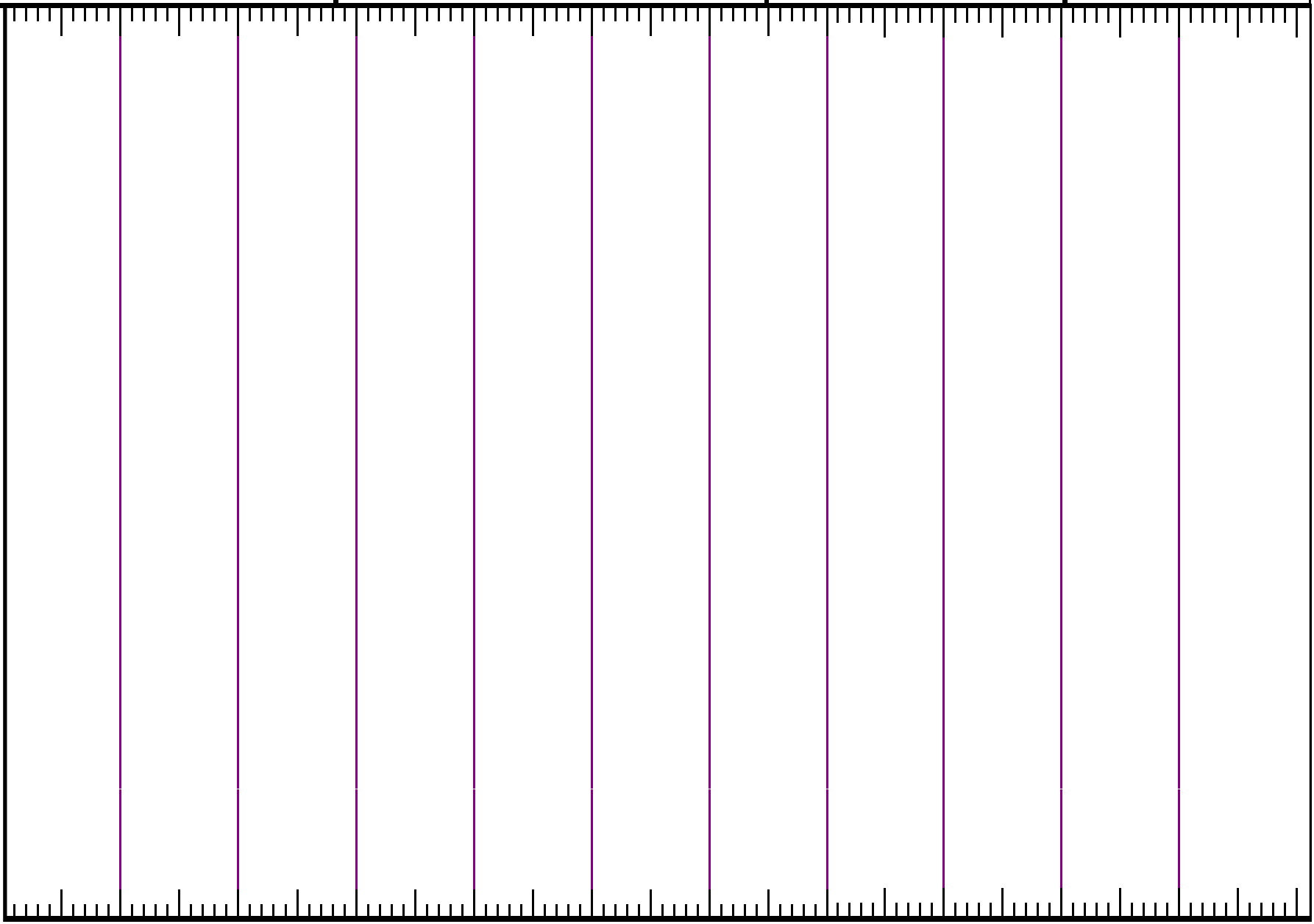# JOB DISTRIBUTION PILLAR CHART

Event:	Date:
Location:	Takt Time = working time / day = parts requirement / day

Operation

Operators

OPERATIONAL SEQUENCE CHART

| | Event: | Date: | |
| | Location: | | |

Operation:

TOTAL PRODUCTIVE EFFECTIVENESS	Event:	Date:	
	Location:		

Availability Rate: (Equipment failure, Set-up & adjustment, Tool change, Start-up)

Available Time [   ] - Down Time [   ] = Availability Rate % = [   ]

Available M/C Time

X

Performance Rate: (Minor stops & idling, Speed loss)

Standard Time [   ] x Units made [   ] = Performance Rate % = [   ]

Operating Time

X

Quality Rate: (Scrap & rework)

Parts Count [   ] - Defects [   ] = Quality Rate % = [   ]

Parts Count

=

Alternatives: Performance Rate = (Op Time - Perf. loss)/OpT
Quality Rate = (Productive time - Defect time)/Prod Time

TPE % = [   ]

IMPROVEMENT MONITOR	Event:		Date:		
	Location:				

PARAMETERS	UNITS	BEFORE	AFTER	IMPV'T	REMARKS
House Keeping Score	%				
Ergonomics	%				
Quality	ppm				
Number of Parts in Process					
Floor Space	M^2				
Travel Distance (Mat'l)	M				
Travel Distance (Man)	M				
Number of people (all shifts)					
Productivity					
Production Lead Time					
Value Added/Total	%				
TPE	%				
Bottleneck Process Time					
Set-up time (last to first)					
Number of Error Proofs					

No.	Observation	Action	Who	When	Prog.
					⊕
					⊕
					⊕
					⊕
					⊕
					⊕
					⊕
					⊕
					⊕
					⊕

ACTION CHART

Event:

Date:

Location: