



Manufacturing & Technology Solutions

### Lean Project Implementation Planning Workshop Agenda – Day 1

Time	Topic
7:15	Implementation Framework
7:20	Dead Poet's Society video clip "Seize the Day"
7:25	Importance of Implementation (without it VSMing is just more "muda")
7:30	Review Actual Value Stream Metrics <ul style="list-style-type: none"><li>a) Baselines</li><li>b) Goals</li><li>c) % Change (assuming Goals are achieved)</li><li>d) Waste vs. Metrics Exercise</li><li>e) How to achieve goals is...eliminate wastes!</li></ul>
7:45	Establishing your VS Baseline Metrics <ul style="list-style-type: none"><li>a) go out and get measures for:<ul style="list-style-type: none"><li>1. distance product travels</li><li>2. square footage VS uses</li><li>3. # process steps</li><li>4. # people</li><li>5. WIP Inventory (count it)</li></ul></li><li>b) use your VS Map to get:<ul style="list-style-type: none"><li>1. Lead Time (must be calculated)</li><li>2. Process Time (sum of C/Ts)</li></ul></li></ul>
9:00	Break
9:15	Define your Product Family Business Objectives <ul style="list-style-type: none"><li>a) break into VS Teams</li><li>b) suggest these generic business objectives:<ul style="list-style-type: none"><li>1. cost</li><li>2. quality</li><li>3. delivery</li><li>4. other (specific to this product family)</li></ul></li><li>c) VS Teams ID their own business objectives</li></ul>
9:45	Present concept of VS Loops For each VS Loop in your VS Map: <ul style="list-style-type: none"><li>a) ID the VS Measurable Goals (one for ea obj.)</li></ul>

- 10:30
- b) Draw in Gantt Chart (bar chart) illustrating timeline for each VS Measurable Goal
- Show Business of Paradigms video:
- a) define a paradigm
  - b) ask VS teams to describe some current paradigms that exist in their VS and/or their organization
  - c) ask VS teams to ID what needs to change in the current paradigm in order to “Go Lean” in the VS
- 11:30
- Lunch break
- 12:15
- Describe the Breakthrough Question:  
“What is impossible to achieve, but if you did it, would dramatically change your Value Stream?”
- Ask VS Teams to:
- a) brainstorm answers to this question
  - b) write them down
  - c) talk about what’s making this impossible
- 1:30
- For each VS Loop (defined earlier)
- a) brainstorm all possibilities of projects that could be done in each loop
  - b) use the checklists for reference ideas
  - c) Goal: Project Idea Generation
- 2:00
- Break
- 2:15
- Continue generating Project Ideas in each Loop
- a) go back and look at your VS Baseline Metrics
  - b) think about VS Goals
  - c) make sure you’ve ID’d some projects to achieve each VS measurable goal
- 3:30
- Adjourn for the day

**Lean Project Implementation Planning  
Workshop Agenda – Day 2**

Time	Topic
7:15	Project Definition: <ul style="list-style-type: none"><li>a) Explain Work Breakdown Structure</li><li>b) Identify which projects (from brainstorm list) can/should be completed in next 90 days (first 90-day Kaizen cycle)</li><li>c) List project detail TASKS required to complete each project ID'd for next 90 days (separate form for each project).</li><li>d) Make sure person responsible is designated (not necessarily the VS Leader on every task)</li></ul>
9:00	Break
9:15	Value Stream Review Form: <ul style="list-style-type: none"><li>a) Explain structure of VS Review Form</li><li>b) Have VS Teams fill out the header information on a VS Review Form</li><li>c) Ask each VS Team to describe who will be doing the VS Reviews with the Site Executive, also:<ul style="list-style-type: none"><li>1. where</li><li>2. what</li><li>3. when</li><li>4. how</li></ul></li><li>d) Who will schedule these Reviews?</li></ul>
10:00	Adjourn: End of Session