KAIZEN PLANNING & WORKSHOP (Draft)

Shingijutsu Global Consulting

	DAY 1 Monday	DAY 2 Tuesday	DAY 3 Wednesday	DAY 4 Thursday	DAY 5 Friday
AM	**GREETING** **PRESENTATIONS** > Hoshin & 3~5 Year Hoshin > Target Product (Product Family) > Activities and Goals for the Week **Gemba Walk ①:** **OVERVIEW** > Observation of the entire shop-floor > Understand current Kaizen Activities (methodology & tools currently in use)	**VISUALIZATION**👀 **"Current state mapping "** **(VISUALIZE STATUS)** > Process Mapping: _ACTUAL_ material and information flow > Find & Define Waste > Determine Problems > Notice Kaizen Opportunities	**"Future State Mapping"** **Kaizen planning** **KAIZEN "ACTION ITEMS"** > Comparison of "Current State" vs "Future State" > Review Kaizen needs > Clarify "Kaizen Goals" > Determine steps necessary to accomplish Kaizen Goals	**"MINI" WORKSHOP** **Kick-Off** > Grasp Pre-Kaizen State - Visualization / Mapping - Data collection - Root Cause Analysis - Etc. (at Gemba)	**"MINI" WORKSHOP** **Check** > Grasp Post-Kaizen State - Visualization / Mapping - Data collection - Root Cause Analysis - Etc. (at Gemba) > Analyze Kaizen Results > Prepare Presentation for Top Management
	LUNCH	**LUNCH**	**LUNCH**	**LUNCH**	**LUNCH**
PM	**Gemba Walk ②:** **TARGET PRODUCT** > Inspect target product's entire flow (upstream from the last process) > Hearing (Q&A) at Gemba to learn about problems encountered by, and the day-to-day tasks of… ...process owners, supervisors, team leaders, line leaders, operators, etc… '...who do actual work on the product. **Status Meeting**	**"Current state mapping "** **(VISUALIZE STATUS)** > Process Mapping: _IDEAL_ material and information flow > What needs to change? > How to reflect Hoshin? 👀 Learn _proper_ application of visualization tools! **Status Meeting**	**"MINI" WORKSHOP** **"Current state "** > Select Kaizen Theme - MUDA found during Day 1 Gemba Walks - Can be tackled and generate results immediately > (Learn techniques for approaching new Kaizen) **Status Meeting**	**Plan** > Formulate Kaizen Ideas (Countermeasures) > Evaluate (simulate) ⇒ Select Best Idea **Do** IMPLEMENT _ACTUAL_ KAIZEN > Review Kaizen Action > Discuss tasks for the following day	**PRESENTATION** > Present Kaizen Activity and Results > Comments from the Consultant > Comments from Top Management **WRAP-UP DISCUSSION** > Q&A, Review that week's Activities > Implementation plan: "Kaizen Roadmap" > Next Steps **CLOSING**