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Title: Date: Name:

***Waste:*** *anything that takes you off the most direct path to achieving the end goal; non-value adding actions and features*

***Types of waste:*** *idle inventory, motion, time, complexity, scrap, overproduction, over processing, defects*

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| CURRENT CONDITIONS * Diagram or outline the process/situation. Then, identify what waste is present and where it is.
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| GOAL / TARGET CONDITION* State specific targets. State in measurable or identifiable terms
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| WHAT ARE THE ROOT CAUSES OF THE WASTE?* Dig deep to find the root causes. Methods include FTA (Fault Tree Analysis), 5 Whys, Fishbone diagram, etc.
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| PROPOSED SOLUTIONYour proposed countermeasures |
| PLAN How will you implement it? Define the who, what, when, where and how.  |

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| FOLLOW-UP* What happened? Can the system or situation be improved?
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