|  |  |
| --- | --- |
| Date: | Name: |
| Date: | Name: |
| Date: | Name: |
| Date: | Name: |
| Date: | Name: |
| Date: | Name: |

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*

|  |  |
| --- | --- |
| Date: | Name: |

|  |  |
| --- | --- |
| Date: | Name: |
| Date: | Name: |

|  |
| --- |
| CURRENT CONDITIONS  * Diagram or outline the process/situation. Then, identify what waste is present and where it is. |

|  |
| --- |
| GOAL / TARGET CONDITION  * State specific targets. State in measurable or identifiable terms |

|  |
| --- |
| 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. |

|  |
| --- |
| PROPOSED SOLUTIONYour proposed countermeasures |
| PLANHow will you implement it? Define the who, what, when, where and how. |

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