

**LEAN KAIZEN
AGENDA 2018
USER'S GUIDE**



**Plan
Do
Check
Act**

SUMMARY

1. 52 weeks (each month have a Thema)
2. Section of 8 pages per week
3. Pag. 1: Training purpose
4. Pag. 2-3: Leadership standard work purpose (weekly plan)
5. Pag. 4: KPI review and related priorities
6. Pag. 5-6-7: free notes
7. Pag. 8: Weekly "Gemba walk on" coaching page

WHAT IS LEAN?

Lean is a way to achieve continuous improvement and the best performance on your daily schedule.

In order to do that, a company must reduce wastes in all processes and areas.

Three factors lead to success in implementing Lean in your company:

- 1 Culture: 90% is culture change. To achieve that, you have to be:
 - Inspiring
 - Interactive
 - Innovative
- 2 Leaders: their behaviours and actions will influence all processes. You need to achieve from them commitment on:
 - Lean transformation commitment on self-development
 - Lead by example
 - Have Gemba approach
 - Drive vision and goals in real life
- 3 People: the team will identify and reduce wastes. In order to have everybody on board, you have to:
 - Engage
 - Enable
 - Enhance
 - Empower

W 1

Watch the related video →



QR code to related video

Weekly Task with clear data

Weekly Task with no clear data

JANUARY

2018

Weekly Activity Plan

JANUARY						
W	Mo	Tu	We	Th	Fr	Sa Su
1	1	2	3	4	5	6 7
2	8	9	10	11	12	13 14
3	15	16	17	18	19	20 21
4	22	23	24	25	26	27 28
5	29	30	31			

S = Status

FEBRUARY						
W	Mo	Tu	We	Th	Fr	Sa Su
5			1	2	3	4
6	5	6	7	8	9	10 11
7	12	13	14	15	16	17 18
8	19	20	21	22	23	24 25
9	26	27	28			

W	Main Events	Who	When	Status
	Daily section review	F.C.	5.1	
	Budget review	Team	5.1	

	1 Monday	S	2 Tuesday	S	3 Wednesday	S
7:00						
8:00	Morning meet.		Morning meet.		Morning meet.	
9:00						
10:00	Andon "L1" setup		Escalation			
11:00						
12:00	Root cause meet. review					
13:00						
14:00	Gemba walk 5S		Gemba walk Kaizen		Gemba walk	
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						

	4 Thursday	S	5 Friday	S	6 Saturday	S
7:00						
8:00	Morning meet.		Morning meet.			
9:00						
10:00						
11:00						
12:00	1:1 John		1:1 Mike			
13:00						
14:00	Gemba walk		Gemba walk			
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						

Track status of each action

Plan

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Daily KPI Tracking format
(TGT = Target)

KPI	TGT	Mo	Tu	We	Th	Fr	Sa	Su
Safety	0	0	0	0				
PPM	19k	33k*	15k	30k*				
Prod. plan	350u	360u	300u*	300u*				
Inventory	500u	450	200u*	200u*				
Kaizen	1u	2u	1u	2u				
Absenteeism	5%	3%	2%	2%				

Team/My Daily Priority					
	KPI	Action	Who	When	Status
Mo	1 PPM	Setup "L1": training team	F.C.	2.1	⊕
	2 Kaizen	Expenses approval for implementation	P.G.	3.1	⊕
	3				⊕
Tu	1 P.p.	Recovery Q.ty by overtime	S.C.	3.1	⊕
	2				⊕
	3				⊕
We	1 PPM	Supplier review 100% inspection	P.Q.	3.1	⊕
	2 P.p.	Move HC To L2 to supply parts	S.L.	3.1	⊕
	3 Kaizen	TPM ideas on machine "L1"	S.L.	3.1	⊕
Th	1				⊕
	2				⊕
	3				⊕
Fr	1				⊕
	2				⊕
	3				⊕
Sa	1				⊕
	2				⊕
	3				⊕
Su	1				⊕
	2				⊕
	3				⊕

Free notes, 3 pages per week

Priorities from KPI Gaps:
Each day maximum 3 priorities


Plan


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General information area
 1. data
 2. critical KPI related

GEMBA WALK ON KAIZEN

	Description	KPI	Target	Actual	Notes
Date	4.1	PPM	19k	30k*	Setup issue
Area	"L1"	OEE	85%	83%	FPY issue + C/O Time
Process	Assy	Changeover	30 min.	45 min.	Skill gap + setup tools
Station/Phase	All line	Breakdown	15 min./day	30 min./day	Sensor setup

Assessment		Y	N
1	How many Kaizen ideas are implemented by a team on monthly basis? <i>Few ideas on C/O (2 ideas implemented)</i>		X
2	Is there a correlation between KPI gaps and Kaizen ideas? <i>Ideas are focusing on gaps but few ones are raised</i>	X	
3	Are all team members bringing improvement ideas? <i>Only 3 members</i>		X
4	How many Kaizen events are planned in that area? What are the benefits expected? <i>Not Kaizen planned</i>		X
5	Are Kaizen ideas shared across the entire organisation? <i>2 ideas are coming from other lines</i>	X	
6	Are leaders promoting and leading Kaizen events? <i>Engage leaders to promote Kaizen event</i>		X

ACTION PLAN

Date	Action	Who	When	Status
4.1	Fix Kaizen events on C/O	S.L.	8.1	●
4.1	Engage team members	P.M.	10.1	●

KPI	RESULTS		Note
	Before	After	
PPM	30k	19k	
C/O	45 min.	30 min.	

Gemba walk check list:
 1. 6 main questions
 2. Each questions should drive to coaching and develop stable system
 3. Free spaces to take notes under each questions
 4. Action plan record and tracking with result monitoring

Each month 4 types of "Gemba walk on" coaching pages:

Last page of 1st week

GEMBA WALK ON KAIZEN

Last page of 2nd week

GEMBA WALK ON STANDARDS

Last page of 3rd week

GEMBA WALK ON 5S

Last page of 4th week

GEMBA/KAIZEN/PDCA