# Schedule for Conducting a Kaizen Event

LEAN**O**hio

| Weeks Out | Meeting Type | Lead | Purpose | Duration | Who should attend |
|---|---|---|---|---|---|
| Anytime | Informational Overview | Accountability/ Results | General presentation on Kaizen Events, historical success, and services the group provides | 1 hour | Leadership, Executive Staff, Upper level management |
| 5-6 weeks prior | Pre-scoping meeting | Accountability/ Results | Begin discussion on the "scope" of the event, data required, and who may need to be involved from the Agency and customers | 2 hour | Potential sponsor, key process owners, team lead |
| 4-5 weeks prior | Scoping meeting | Facilitator | Formal meeting to discuss the entire project from scope, data, and objectives. | 3 hours | The majority of the key team members, sponsor, and team lead |
| 1-2 weeks prior | Team On-Boarding | Accountability/ Results | General overview of what to expect from the Kaizen Event along with any additional conversation around the scope of the event | 1 hour | The team members from the agency. Customers and Outsiders if available |
| 2-3 Days prior | Final Go-No Go Review | Accountability/ Results | Determine if all data has been collected and the team is prepared | 30 minute – telephone call | Team Lead, Sponsor |
| **Kaizen Event** | **Kaizen Event** | Facilitator | **Kaizen Event** | **Kaizen Event** | **Kaizen Event** |
| 1 week after | Touch base | Facilitator | Discuss implementation plans and any issues | 2 hours | Team Lead(s) |
| 30 days after | 30 Day Meeting | Team Lead | Report out of implementation plan status | 2 hours | Team Lead, team members, with or without Customers/Outsiders |
| 60 days after | 60 Day Meeting | Team Lead | Report out of implementation plan status | 2 hours | Team Lead, team members, with or without Customers/Outsiders |
| 90 days after | 90 Day Meeting | Team Lead | Report out of implementation plan status | 2 hours | Team Lead, team members, with or without Customers/Outsiders |
| 6 months after | 6 month f/u | Accountability/ Results | Gather data from the new process | | Telephone touch point with Team Lead |
| 1 Year after | | Accountability/ Results | Gather data from the new process | | Telephone touch point with Team Lead |