

Notify your Lean Liaison and receive approval from your supervisor before volunteering for this project.

1. **Type of service being requested:** Fresh Perspective Team Member for Kaizen Event
2. **Agency/office making request:** Ohio Department of Job and Family Services
3. **Project/event for which this service is needed:** Kaizen event to improve the mail process within the Office of Unemployment Insurance Operations at JFS
4. **Activities likely to include:** Serving as a full member of the team as the fresh perspective
5. **Timeframe:** May 16-20, 2016
6. **Location:** TBD
7. **Number of Lean practitioners likely to be needed:** 2
8. **Total expected time commitment, including prep time:** 1 week
9. **Minimum required level of Lean expertise:** N/A
10. **Completion of this project is eligible for the following Belt project:** Camo Belt Project
11. **Contact:** Racquel Graham • Racquel.Graham@das.ohio.gov • 614-466-6022

This request was posted on April 14, 2016

Please reply by April 22, 2016