



LEAN Ohio
BOOT CAMP

Lean Routine
Day 5 Module 4

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Lean Project Flow

Preparation	Level Setting	Current State: Make the Invisible Visible	Improvement Design	Implement and Action	Control and Sustain
Scoping and SIPOC	Team Formation	Current Process Map	Brainstorming and Evaluation	Implementation Plans - Action Registries	Reporting - Celebration
Project Charter	Consensus on Project Charter and SIPOC	Identification of Waste	Lean Principles in Process Design	Poka-Yoke	Project Management
Identify Team	Review Baseline Data	Identification of VA, NVA, NVAN	Clean Sheet Redesign	Visual Management - Dashboard	Change Management
Data Collection Plan (Baseline Data)	Data Analysis	Analysis of Current State	Future State	Project Savings	Monitoring and Follow-up

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Lean Routine

- In essence – Lean Routine is taking elements employed in a Kaizen and/or other Lean Tools and using them (with proper facilitation and discretion) on smaller sub-processes



TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

What is a Lean Routine

- Lean Routine is a quick hitter
- It is grass roots in nature
- It is meant to be used on sub-processes and pain or 'pinch' points
- Works best when you have control over entire process
- Should be conducted by those doing the process

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Scoping a Lean Routine

- Pick a small part of a process that is a pain point, not the entire complex process (a sub-process)
- 8-15 steps
- 2-4 swim lanes
- Select a part of the process that is in your or your small team's control

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Lean Routine

- Lean Routines are **Flexible** - If scoped correctly they can be completed in:
 - One Day
 - OR....Five Meetings
 - OR....Two and ½ Meetings
 - OR.....you get the idea.



TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Lean Routine Warning

- Lean Routines should **not** be used with large, complex processes that cross many sections or agencies (that is why we have Kaizens)

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Lean Routine Tips

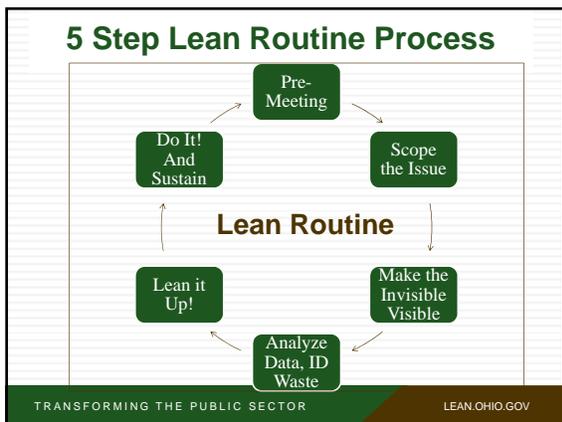
- Lean Routines require flexibility
- Lean Routines require planning and follow-up
- Lean routines may need an experienced facilitator
- Lean Routines may require level setting with every meeting
- Team make-up should mirror actual process
- Lean Routines still need to be scoped and chartered appropriately

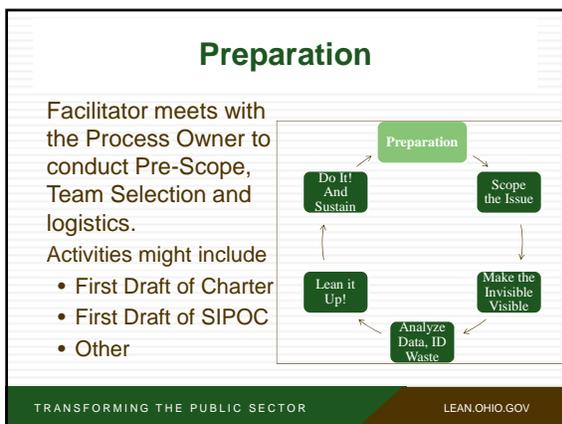
TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

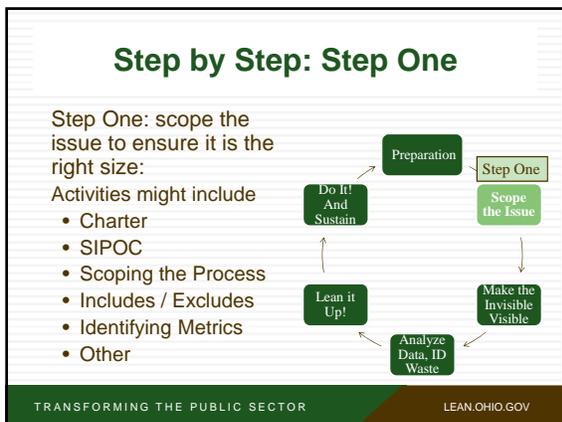
Lean Routines – Why they are GREAT!

- The more you do the better they get (less training need)
- More flexible for time commitments
- Can look at one sub-process several times
- Easier for management to approve
- Gives time to collect and analyze data
- Provides Quick Wins

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV







Step by Step: Step Two

Step Two: Make the process visible and gather data such as lead time, cycle times, error rates, costs, etc. for those steps identified. Tools to use:

- Process Mapping
- Data Collection Plan
- 5S
- Other

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Step by Step: Step Three

Step Three: Analyze Data, ID Waste, and non-value added activities

- TIMUWOOD
- VA-NVA-NVAN
- Root Cause Analysis
- Brainstorming
- Other

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Step by Step: Step Four

Step Four: Lean it Up

- Clean Sheet Redesign
- Poka Yoke
- Standard Work
- 5S
- Other

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Step by Step: Step Five

Step Five: Just Do It!
and sustain the improvements

- Gantt Chart
- Action Registries
- Training and Communication plans
- Monitoring Plan
- Project Management
- Other

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

5 Step Lean Routine Process

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV

Questions on Lean Routine?

TRANSFORMING THE PUBLIC SECTOR LEAN.OHIO.GOV
