LEANOhio

Schedule for Conducting a Kaizen Event

Timeline	Meeting Type	Lead	Purpose	Duration	Who Should Attend
Anytime	Informational Overview	LeanOhio	General presentation on Kaizen events, format, and services the group provides	1 hr	Agency Leadership, Executive Staff, Upper Level Management
5-6 weeks prior	Pre-Scoping Meeting	LeanOhio	Begin discussion on the "scope" of the event, data required, and who may need to be involved from the Agency and identify customers	1-2 hrs	Event Sponsor, Team Lead, and Facilitators
4-5 weeks prior	Scoping Meeting	LeanOhio	Formal meeting to discuss the entire project from scope, data, and objectives	1-2 hrs	Event Sponsor, Team Leader, and Facilitators
1-2 weeks prior	Team On-boarding	LeanOhio, Facilitators, Sponsor, and Team Leader	General overview of what to expect from the Kaizen event along with any additional conversation around the scope of the event	1-1.5 hrs	Team members and customers
2-3 days prior	Final Review	LeanOhio	Determine if all data has been collected and analyzed and team is prepared	30 mins (phone conference)	Sponsor and Team Leader
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1 week after	Touch base	LeanOhio	Discuss implementation plans and any issues	30 mins (phone conference)	Team Leader
30 days after	30 day follow-up	Team Leader	Report out implementation plan status	30 mins - 1 hr	Team Leader and team members
60 days after	60 day follow-up	Team Leader	Report out implementation plan status	30 mins - 1 hr	Team Leader and team members
90 days after	90 day follow-up	Team Leader	Report out implementation plan status	30 mins - 1 hr	Team Leader and team members
6 months after	6 month follow-up	LeanOhio and Team Leader	Gather data from the new process	-	Team Leader
1 year after	1 Year follow-up	LeanOhio and Team Leader	Gather data from the new process	-	Team Leader