

Check List - Journey



No.	Items	Check		Note
		Yes	No	
1	Understand "Lean Concept"			
2	Communicate into the organization as a new "Lifestyle"			
3	Conduct internal team training for the business group implementating lean. This should include lean role and responsibility definition, timelines and expectations.			
4	Value stream map your current and future stage process.			
5	Organize your work and team environment.			
6	Create Kaizen, audit and change management teams.			
7	Create Visual management tools.			
8	Review and communicate kaizens, VSM, team roles and goals, action items and follow up.			
9	Communicate results, ongoing efforts and next steps.			
10	Celebrate successes! Record and report metrics (ie. Return on investments and process efficiency, value and reductions in waste accomplished, customer satisfaction, etc.)			

Management Commitment and Support

1	Invest in Lean training			
2	Provide resources, tools, and incentives to enable employee succeed			
3	Include Lean concepts in speeches, newsletters, and other communications.			
4	Set performance goals and objectives related to Lean			
5	Track Lean progress and hold individuals accountable for meeting those objective			
6	Recognize and reward Lean accomplishment			