

# Kaizen Event Preparation Checklist

<b>Product Family or Process:</b>	<b>Event Report Date:</b>
<b>Kaizen Event Leader:</b>	<b>Event Start Date:</b>
<b>Kaizen Facilitator / Consultant:</b>	<b>Expected Event End Date:</b>

2 Weeks Before Event	1 Week Before Event:	
<input type="checkbox"/> 1: Complete Project/Event Charter <input type="checkbox"/> 2: Utilize VSM Prep Checklist if event includes VSM <input type="checkbox"/> 3: Select area, topic or product family to be mapped <input type="checkbox"/> 4: Meet with Process Leaders of area to: > Secure full time participation of Team Members > Obtain commitment to event follow-up <input type="checkbox"/> 5: Determine the "bookends" beginning and end points of process to be improved <input type="checkbox"/> 6: Define Team Leader and the Team Members <input type="checkbox"/> 7: Create teams with 3-8 members > Include 1-2 outsiders for perspective > Include Supervisors of affected areas <input type="checkbox"/> 8: Identify Event Facilitator(s)/Consultant(s) <input type="checkbox"/> 9: Identify site leadership for daily Report Outs (Report Outs at the end of each day) <input type="checkbox"/> 10: Assure Leadership will be engaged, get it on their calendar <input type="checkbox"/> 11: Define the deliverables expected from the Event Team (eg. Quality Improvement, Reduced Span Time, Reduced Cost etc.) <input type="checkbox"/> 12: Select 2 -3 measurements and targets for the team that will help define success for the team <input type="checkbox"/> 13: Ask a few hard questions: > Will this team improve your Process/Functional performance? > Are you focusing your scarce resources on the right priorities? > What is the business case for analyzing this process to be improved?	<input type="checkbox"/> 14: If event includes 5S, define sort location and get materials such as paint, tape, markers, label maker, cleaning supplies... <input type="checkbox"/> 15: Place flip chart in area to be improved for those working in the to write down opportunities for improvement <input type="checkbox"/> 16: Take current state photos of areas to be improved <input type="checkbox"/> 17: Get copy of area layout (if applicable) <input type="checkbox"/> 18: Obtain relevant baseline data as seen on charter <input type="checkbox"/> 19: Review actual customer issues, audit results, etc. (list top 5 issues) <input type="checkbox"/> 20: Secure Conference Room(s) for event > Ideally room should be located near work area > Room must be available for entire duration of event > Room must have large open wall <input type="checkbox"/> 21: Obtain all necessary supplies for event > Post it Notes, small square multi color 2 7/8" x 2-7/8" and 3-7/8" x 5-7/8" > Flip charts , markers, tape , scissors > Overhead LCD PROJECTOR > Butcher paper (rolls) as wide as possible (about 3ft wide) <input type="checkbox"/> 22: Issue written invitation to team members. Include event particulars, time expectations and deliverables. <input type="checkbox"/> 23: Review and confirm Event Team Leader > Make sure team members are committed for the whole event!!! <input type="checkbox"/> 24: Make Team Members aware of > Event schedule > Measurements > Targets > Deliverables <input type="checkbox"/> 25: Create "rough" agenda for the event	<input type="checkbox"/> 1: Review "2 Weeks Before Event" checklist, resolve open items <input type="checkbox"/> 2: Define clearly the boundaries of the Event: > Who are the customers? > What are the outputs? > What triggers the area to do something for a customer? > Who are the suppliers? > What are the inputs? <input type="checkbox"/> 3: Hold final prep meeting with Team Leader and resolve any open issues or concerns <input type="checkbox"/> 4: Conduct applicable training for all Team Members <input type="checkbox"/> 5: Arrange for food - snacks, drinks, lunch <input type="checkbox"/> 6: Review event status with facilitator/consultant <input type="checkbox"/> 7: Have all supplies (see #21) <input type="checkbox"/> 8: Print the agenda and event charter for distribution <input type="checkbox"/> 9: Room available. Get ready day before.