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**Establishing Targets & Action Plans to Eliminate/Reduce Wastes**

**1. Introduction**

This document outlines the process for establishing targets and developing action plans to eliminate or reduce identified Muda, Mura, and Muri wastes within the food manufacturing facility (NIC Code 10101).

**2. Target Setting**

**Targets should be:**

* Specific: Clearly defined and measurable. Use quantifiable metrics (e.g., percentage reduction in waste, improvement in efficiency).
* Measurable: Track progress against defined metrics using data collection tools.
* Achievable: Set realistic targets that are challenging yet attainable within a reasonable timeframe.
* Relevant: Aligned with overall business objectives and improvement goals.
* Time-bound: Set deadlines for achieving targets.

**3. Action Plan Development**

For each identified waste area, develop a detailed action plan including:

* Objective: Clearly state the intended outcome (e.g., reduce inventory levels by 15%).
* Tasks: List specific tasks required to achieve the objective (e.g., implement a Kanban system, optimize storage layout).
* Responsibilities: Assign responsibility for each task to a specific individual or team.
* Timeline: Set deadlines for completion of each task.
* Resources: Identify resources required (e.g., equipment, materials, personnel).
* Metrics: Define metrics to track progress and assess the effectiveness of the action plan.

**4. Prioritization**

Prioritize action plans based on their potential impact and feasibility. Focus on high-impact, readily achievable initiatives first.

**5. Resource Allocation**

Allocate sufficient resources (financial, human, technological) to support the successful implementation of action plans.

**6. Communication & Collaboration**

Maintain open communication and collaboration among all stakeholders involved in the implementation process. Regularly update stakeholders on progress and address any challenges encountered.

**7. Compliance Notes**

Action plans should be developed and implemented in compliance with all relevant safety regulations and company policies.

**8. Review & Adjustment**

Regularly review and adjust action plans based on progress, changing circumstances, and new data. Be flexible and adapt strategies as needed to ensure success.

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