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CSD380

Professor Sampson

Assignment 5.2: Value Stream Mapping (VSM)

**Defining Scope of My Personal VSM:** For my VSM, I’ve chosen to deconstruct the process I have, over a month, of Maintaining – 1) Work, 2) Fitness, 3) Marriage-Related Activities, 4) Homework. Originally, I wanted to cover a day cycle of work where I have personal training and homework, but I felt that crept too close to the example prompt provided in the article/demographic. My focus areas are broken down to this (Pre-graphic) as an outline and the outline I plan to use to make the VSM as well as to help analyze/prepare for the second part of the assignment.

Before you read the graphic I made, some quick notes:

* I thought it would be an interesting challenge to try to do it monthly since the prompt suggested that as an option.
* To accomplish this, I had to first calculate 1) the task per day + 2) the frequency per week that that task occurred.
* With that best guess, I was able to calculate daily totals when I could, weekly totals every time, and then multiply that by 4 (for 4 weeks) to get to Monthly total!
* From there I analyzed it and optimized it.

Irregular Notes/Notes for the Professor:

* Breaking down the work day provided specific day timeframes, every other section did not because the work was not consistently performed daily for every task.
* Dog grooming was weird, it basically takes place once a month and takes about 5 hours. That is broken down into me transporting the pups, bathing them at my wifes salon, and waiting on her to groom before I take them back home.
* The table is a little messy – but it’s compiled of sort of complicated timeframes! Did my best on that feel free to reach out if you have any questions.

**VSM Graphic (Complete):**

A group of colorful rectangular boxes with text

Description automatically generated

**Analysis of VSM**

|  |  |  |
| --- | --- | --- |
| Monthly Activity | Specific Tasks/Time Per day or week (depending) | Total Time Per Monthly Activity (Daily/Weekly/Monthly) |
| Work | - Clock in (5 mins)  - Check Emails/Teams Messages (2.5 hours / Day)  - Meetings (r) - (Expect/Recurring) (30 minutes / Day, 2.5 hours / week)  - Meetings (u) – (Unexpected/New Requests) (3.5 hours / Day) | 6 Hours 35 Minutes / Day  32 Hours 55 Minutes /Week  131 Hours 30 Minutes / Month |
| School | - Readings (2 hours)  - Discussion Boards (Initial Post: 2 hours / week, Response to other Students: 2 hours / week) | 4 hours / week total  - Assignments (2 hours per assignment, usually 2 assignments / week) 4 hours / week total | Unspecified / Day  10 Hours / Week  40 Hours / Month |
| Workout | - Pre-Workout Prep / Travel (30 minutes – 3 days / week) 1.5 Hours / week total  - Workout (1 Hour – 3 days / week) 3 Hours / week total  - Post Workout Transition (15 minutes travel + back-to-work – 3 days / week) 45 mins / week  - Supplemental Cardio/Exercise (2 hours) | Unspecified / Day (Activity only occurs 3 times a week)  7 Hours, 15 Minutes/ Week  29 Hours / Month |
| Relationship | - Dates (4 Hours / Week)  - Streaming TV/Movies (1 Hours / Day. 7 Hours / Week)  - Nature Walks (2 Hours / Week)  - Dog Maintenance (5 Hours / Month % 4 to simulate “weekly”) | Unspecified / Day  14 Hours, 15 Minutes/ Week  57 Hours / Month |
|  |  | Day = Disregard  Week = 64 Hours, 25 Minutes  Month = 257 Hours, 40 Minutes |

Estimated Cycle Time (Monthly) : 257 Hours, 40 Minutes  
Optimizing Monthly Routine:

**Work**

* Time Spent Responding to Emails/Teams Message seems high and could indicate unnecessary thought/preparation/invalid workflow. If less time was spent responding to emails and more put into canned responses and preparing responses ahead of time with workflows. Ideally this could reduce time spent in this task to 1.5 hours /day.
* Clock in is a fair amount of time.
* Recurring meetings those are up to the discretion of management and they + the team seem fairly content on the time we take and work we conduct in those meetings. Speaking conceptually, I could propose during a one-on-one with my manager or through Yearly Reviews that the meetings could reduce in frequency – go from once a week for certain scenarios, to one every other week; or decrease the time for each meeting by 15 minutes or roughly half the allotted time per meeting.
* The final section, new meetings + unexpected pings/calls is almost too irregular and constant to generalize or reduce. As long as tickets are being cleared and work conducted – my manager would advice we continue taking those meetings and conduct the work at the pace it is being conducted. Some organizational changes, or notes through our business analysts/admins, could be collected and presented that clearly specify *what* work we do, however. A process could be created and detailed that then reduces the need to have these meetings. Again, expect this to hopefully reduce the time spent in these meetings optimistically by roughly 1 hour (now 2.5 hours / day)

**School**

* School, while I currently have the highest GPA I can obtain, could be generally scaled back from a time commitment standpoint. Speaking specifically, discussion boards, assuming all distractions could be eliminated, could most likely be completed initially in 45 minutes instead of their current 1 hour. The responses to the discussion boards, about maybe 5-10 minutes per response, totaling at 30 total less minutes spent per class – saving 1 hour a week on responses if responding at max efficiency. Cutting down on the discussion board times could greatly reduce the time spent each week. As for assignments, eliminating distractions could decrease the total work time to 1 hour and 30 minutes per assignment, but that is optimistic, and if quality of work decreases then the full 2 hours would remain as the allotted time.

**Workout**

* The prep for the workout is almost entirely spent preparing that could be done at the beginning of the day on those work days. Grouping that preparation in to getting ready would make the time slot of prep only 10 minutes to accommodate the exact drive and combine hydrating with music ( + motivation) into that 10 minutes.
* The workout should remain as 1 hour, no changes should be made and if anything I hope to increase this as I have more freetime/money/energy in the future!
* The transition back is also almost perfectly encapsulating of a) my drive home, and b) letting the dogs out, then in, then popping down at my PC to get back to the work day!
* The final section, also should remain the same or increase to accommodate heart-health!

**Marriage**

* I’m actually going to leave this section primarily untouched. Human relations is a hard thing to cut down on and my wife and I enjoy our casual, unstressed/unanalyzed time we spend together!
* One note I made, just so that it shows I applied lean methodology to this, could be that the supplemental time I spend doing light-cardio/movement during the week, this was referenced as “Supplemental Weekly ‘Cardio’”, I could since my wife is also in to fitness just overlap these categories and spend time with my wife while also taking care of my health! If successfully combined, I could increase the total time spent performing light cardio + nature walks to 3 hours which is 1 total less hour than originally allotted.

With the above notes/changes, I logged the follow notes:  
Section 1:

-1 hour

-1.25 hours

- 1 hour

Reduce Weekly Total by 3.25 Hours

Reduce Monthly Total by 13 Hours

Section 2:

- 20 minutes x 3, so minus 60 minutes

Reduce Weekly Total by 1 Hour

Reduce Monthly total by 4 Hours

Section 3:

-1 hour

Reduce weekly total by 1 Hour

Section 4:

(The same -1 hour from section 3)

Do not adjust since task will now overlap with a task in section 3

With the new **Weekly Total** coming to 59 Hours and 10 minutes, and the new **Monthly Total** coming to 236 Hours and 40 minutes!

Works Cited:

ConnectALL. "3 Easy Steps for Using VSM in Everyday Life." ConnectALL, <https://www.connectall.com/3-easy-steps-for-using-vsm-in-everyday-life/>.

Lucid. Lucid App, https://lucid.app/.