# Value Stream Mapping Report Template

# Overview

## Purpose

Value Stream Mapping workshop for XXX. Document existing value stream identify key inefficiencies.

## Workshop

|  |  |
| --- | --- |
| Date | Participants |
|  |  |

## Glossary

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| --- | --- | --- | --- |
| Abbreviation | Term | Meaning | Example |
| CT | Cycle time | Net effort needed for the work item to be completed  Synonym for VAT, which is Value-Adding Time. | Net effort needed for developing a single feature. |
| WT | Wait time | Wait time spent between two subsequent work items | Waiting for code reviews. |
| TT | Transition time | Time it takes to make the step to next stage. | Code is complete, waiting for test to pick it up. |
| TCT | Total cycle time | Sum of all CTs. |  |
| TWT | Total wait time | Sum of all WTs and TTs. |  |
| PLT | Production lead time | PLT = TCT + TWT |  |
| - | Efficiency | Ratio of net effort vs total time it takes to deliver value, expressed in %.  Efficiency = (TCT / PLT) \* 100. | Efficiency = (2d / 10d) \* 100 = 20%. |

# Value Stream Map

TODO: add diagram here that was prepared during the workshop and finalized afterwards

# Key Observations

Priority may be High, Medium, Low.

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| --- | --- | --- |
| **Observation** | **Priority** | **Recommendation** |
|  |  |  |
|  |  |  |

# Next Steps

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| --- | --- | --- | --- | --- |
| **Next step** | **Addressed Observation** | **Owner** | **Due Date** | **JIRA link** |
|  |  |  |  |  |
|  |  |  |  |  |