
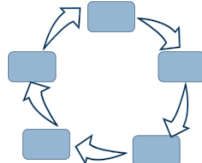




# Value Stream Mapping Workshop – Planning Guide

Pick the Feature	Identify the Value Stream People	Place Activities on Timeline
<ul style="list-style-type: none"> <li>Recent</li> <li>Real</li> <li>Reach</li> <li>Representative</li> <li>Road Tested</li> </ul> <p>My Feature is:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Business</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Product</li> <li><input type="checkbox"/> Design</li> <li><input type="checkbox"/> Architecture</li> <li><input type="checkbox"/> Development</li> <li><input type="checkbox"/> Data</li> <li><input type="checkbox"/> Testing/Quality</li> <li><input type="checkbox"/> Audit</li> <li><input type="checkbox"/> Security</li> <li><input type="checkbox"/> Infrastructure</li> <li><input type="checkbox"/> Operations</li> <li><input type="checkbox"/> Support</li> </ul> <p>Other: _____</p>	<ul style="list-style-type: none"> <li>How did you develop the feature idea?</li> <li>When did you start work on it?</li> <li>What activities were done to develop and verify it?</li> <li>How did supporting systems help or hinder delivering the feature?</li> <li>What release activities occurred?</li> <li>How was it delivered to customers?</li> <li>What happened after it was launched?</li> </ul>

Capture Start/End Times Roles, Effort, Outcomes	Identify the Wastes	Prioritize Waste
<ul style="list-style-type: none"> <li>When did the activity start? When did it end? How much effort?</li> <li>Who was involved?</li> <li>What systems or tools were used?</li> </ul> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Defects</li> <li><input type="checkbox"/> Waiting</li> <li><input type="checkbox"/> Extra Features</li> <li><input type="checkbox"/> Non-Utilized Talent</li> <li><input type="checkbox"/> Re-Learning</li> <li><input type="checkbox"/> Handoffs</li> <li><input type="checkbox"/> Task Switching</li> <li><input type="checkbox"/> Partially Done Work</li> </ul>	<p>Prioritization Techniques:</p> <ul style="list-style-type: none"> <li>Dot Voting (Top 3)</li> <li>Most annoying waste</li> <li>Qualitative Ranking</li> </ul> <p>Select 3 to 5 areas to improve (Countermeasure Brainstorm)</p>

Countermeasure Brainstorm		Baby Steps	Implement, Measure, Repeat
Target Process	Goal	How <b>Broad</b> ? <i>Inside a Team   Across Teams Multiple Teams   Multiple Businesses</i>	<ol style="list-style-type: none"> <li>Define Value</li> <li>Map Value Stream</li> <li>Improve Flow</li> <li>Create Observability</li> <li>Implement and Innovate</li> </ol> 
Current State	Baby Steps	How <b>Bounded</b> ? <i>Internal   External   Regulatory</i>	
Future State	Issues/Risks	How much <b>Effort</b> ? <i>Low   Moderate   High   Intense</i>	
How will we know our improvement worked?	Owners	How <b>Difficult</b> ? <i>Simple   Compound Complex   Visionary</i>	