

Lean Progress Report

	<h1>HOW FAR ALONG THE LEAN JOURNEY ARE WE?</h1> <p>WHICH OF THE FOLLOWING HAVE YOU IMPLEMENTED AND WHAT DO YOU PLAN TO IMPROVE?</p>						Future Action Plans
	LEAN PRACTICES	NOT AT ALL	JUST BEGUN	PARTIALLY IMPLEMENTED	MOSTLY IMPLEMENTED	FULLY IMPLEMENTED	
CONTINUOUS IMPROVEMENT	1. EVERY PROCESS IS OWNED BY A TEAM WITH RESPONSIBILITY TO MEASURE AND IMPROVE THE PROCESS						
	2. TEAMS ARE TRAINED IN PROBLEM SOLVING METHODS SUCH AS PDCA AND A3						
	3. WE HAVE A PROCESS FOR ENCOURAGING INDIVIDUAL SUGGESTIONS						
SCIENTIFIC METHOD	4. WE ENCOURAGE TEAMS TO CONDUCT EXPERIMENTS						
	5. PDCA AND/OR A3 PROBLEM SOLVING IS VISIBLE IN THE WORK AREA						
	6. THERE IS VISUAL DISPLAY (GRAPHS) OF TEAM PERFORMANCE IN THE WORK AREA						

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RESPECT FOR PEOPLE	7. EMPLOYEES ARE EMPOWERED TO STOP THE LINE OR OPERATION WHEN THEY SEE A PROBLEM						
	8. WE HAVE DESIGNED JOBS FOR CROSS-TRAINING TO INCREASE JOB FLEXIBILITY						
	9. WE DON'T MAKE CHANGES WITHOUT INVOLVING THOSE WHO ARE "ON-THE-SPOT"						
FOCUS ON PROCESS	10. WE HAVE DONE VALUE STREAM MAPPING OF OUR PROCESSES						
	11. WE HAVE A PROCESS FOR WORK STANDARDIZATION						
	12. PROCESS MAPS ARE VISIBLE TO THOSE IN THE WORK AREA						
TEAMS AND TEAMWORK	13. ALL FRONT LINE EMPLOYEES ARE ORGANIZED INTO TEAMS WITH RESPONSIBILITY FOR IMPROVING THEIR PROCESS						
	14. WE ARE IMPLEMENTING PROBLEM-SOLVING OR KAIZEN TEAMS						
	15. WE HAVE EMPOWERED EMPLOYEES TO MAKE IMPROVEMENTS TO THEIR WORK PROCESS						

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ELIMINATE WASTE	16. WE HAVE STUDIED AND ELIMINATED WASTE FROM OUR CORE WORK PROCESS						
	17. WE MEASURE THE CYCLE TIME, INPUT TO OUTPUT OF OUR PROCESSES, AND HAVE MADE IMPROVEMENTS						
	18. WE ARE ELIMINATING QUALITY VARIANCES FROM OUR PROCESS						
INTERRUPTION FREE FLOW	19. CROSS FUNCTIONAL PROCESS TEAMS SEEK TO ELIMINATE ANY BARRIERS TO THE FLOW OF WORK						
	20. OUR SUPPLIERS AND OUR TEAMS WORK AS ONE TEAM						
	21. WE MEASURE AND ARE REDUCING WORK-IN-PROCESS INVENTORY						
CELEBRATE – 4 TO 1	22. OUR MANAGERS PRACTICE 4 TO 1						
	23. WE CELEBRATE IMPROVEMENTS IN BOTH PROCESS AND PERFORMANCE						
	24. WE HAVE INSTITUTED A SYSTEM OF REWARDS FOR IMPROVED PERFORMANCE						

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LEADERSHIP	25. MANAGERS HAVE ALIGNED THEIR OWN BEHAVIOR AND PRACTICES TO THE PRINCIPLES OF LEAN						
	26. OUR MANAGERS WORK AS A TEAM AND PRACTICE PROVEN PROBLEM SOLVING METHODS						
	27. WE HAVE STUDIED AND ARE SEEKING TO ELIMINATE WASTE IN MANAGEMENT PROCESSES						
	28. WE HAVE DEVELOPED AND PRACTICE LEADER STANDARD WORK						
	29. OUR LEADERS CREATE THE CHALLENGE AND ENCOURAGE PROGRESS						
	30. OUR LEADERS TAKE A GEMBA WALK, ON-THE-SPOT, EVERY DAY						

SUMMARIZE MOST ESSENTIAL IMPROVEMENTS:

Technical Systems or Work Process:

Social System Improvements: