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Module 5 Assignment

CSD 380

6.30.25

**Part I: Value Stream Map**A diagram of a work routine

AI-generated content may be incorrect.

**Part II: Analyzing Lean Metrics**

Part II - A: Estimated Average Flow Time

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| --- | --- |
| **Beginning of Shift Activities** | **1.5 Hours** |
| Check Emails | 15 Minutes |
| Assessment Loop | 15 Minutes |
| Check in with team | 30 Minutes |
| Misc. urgent tasks | 30 Minutes |
|  |  |
| **Late Morning Activities** | **2.5 Hours** |
| Prepare for meeting | 45 Minutes |
| Check in with freight team | 15 Minutes |
| Backroom Health Audit | 30 Minutes |
| Admin/HR Tasks | 60 Minutes |
|  |  |
| **Early Afternoon Activities** | **2.75 Hours** |
| Attend BLC Meeting | 60 Minutes |
| Weekly Workload | 90 Minutes |
| Morning Goal Validation | 15 Minutes |
|  |  |
| **End of Shift Activities** | **1.25 Hours** |
| Assessment Loop | 15 Minutes |
| Make Assignment Sheet | 15 Minutes |
| Write Recap Email | 15 Minutes |
| Handoff Meeting | 30 Minutes |
|  |  |
| Estimated Cycle Time | **8 Hours** |

**Part II - B: Optimizing Monday Work Routine**

Eliminating Waste: I can incorporate the backroom health walk into my initial loop, and I can complete the reporting side of this during my admin time. This will save approximately 15-30 minutes. I can delegate some of the weekly workload to other team members. Depending on the specifics of that week’s workload, this could save between 30 and 90 minutes. I can fill out my email during the time of the handoff meeting, when I’m not contributing, which will save approximately 15 minutes.

Workflow Orchestration: I can incorporate the goal validation while I’m looping through the store to save on steps. I can check in with the freight team after I complete my misc. morning tasks instead of after meeting prep so that I can minimize walking back and forth between the office and the sales floor.

Governance Models: A policy and standards assessment reveals that the team members may have an incomplete or varying understanding of the specific steps they should take when completing a task (i.e., when working shoes to the salesfloor, flow the sandals before the flats, the flats before the heels, and the heels before the sneakers). I can ensure that my entire team is complying with policy and company standards by posting this information in an easily accessible area and verbally confirming understanding.