

Accelerate Project Delivery Activities

Phase I Project Delivery Activities

Day 1: Detailed Content

8:00am to 8:30am: Project Introduction

Goals

Establish the basis for the Accelerate project, which are:

1. To provide strategic continuous improvement resources
 - a. Lean tools for enterprise-wide transformation
 - b. Time-focused improvement mentality
 - c. MEP as mentor/ advisor
2. To strategic suppliers:
 - a. Not selected for bad performance, but strategic value to OEM.

Activities

- Introduce yourself and your MEP mission/capabilities
- Explain the Accelerate program
- Establish company specific goals for Supplier Project Charter with the project team
- Review Project Agenda

8:30am to 10:00am: Lean Overview and Value Stream Mapping Training

Goal

Introduce the Supplier to lean concepts and Value Stream Mapping methodologies to enable the project team to accomplish their activities.

Activities

- Lean Overview Training- Cover Eight Wastes with Examples, Concept of Flow, and Lean Tools
- Current State Value Stream Mapping Training
- Introduce Data Collection Sheets for Value Stream Mapping (see Appendix 4)

10:15am to 4:00pm: Complete Current State Value Stream Map

Goal

Depict the typical information and material flow for targeted value stream to establish a baseline for identifying process improvement opportunities.

Note: See the Value Stream Mapping and Calendar Time Conversion section for instructions on making Value Stream Mapping and MCT calculations.

Activities

- Walk the flow with team to gather/confirm project data using Data Collection Sheets for Value Stream Mapping (see Appendix 4)
- Involve team in creation of Current and Future State VSMs
- Create Electronic Value Stream Map using E-VSM Accelerate Macros
- Office Order Entry Process
- Raw Material Procurement and Inventory
- Production Process
- Logistics Process
- Contingency (Finished Goods) Inventory
- Production Timeline Office and Production for NVA and VA
- Complete Summary Boxes: Office, Production and Raw Material

4:15pm to 4:30pm: Complete MCT Map Training and Current State MCT Map

Note: Finish the Current State VSM before introducing MCT.

Activities

- [MCT and Time-based Continuous Improvement Training](#) presentation
- Complete the Current State MCT Map

Day 2: Detailed Content

8:00am to 8:30am: Review Current State Map

Activities

- Questions
- Review Current State Map
- Review project agenda

8:30am to 9:30am: Complete Future State Value Stream Mapping Training

Activities

- Complete Future State Value Stream Mapping Training

9:30am to 1:30pm: Complete Future State Value Stream Map

Activities

- Identify improvements to Current State by discussing the 8 Future State Questions:
 1. What is the takt time?
 2. Will we build to shipping or supermarket?
 3. Where can we use continuous flow?
 4. Where do we have to use supermarket pull system?
 5. At what single point can we trigger production?
 6. How do we level the production mix at the pacemaker process?
 7. What increment of work will we release and take away at the pacemaker?
 8. What supporting improvements will be necessary to sustain improvements?
- Draw the Future State VSM with the team
- Create Electronic Value Stream Map using E-VSM Accelerate Macros

1:30pm to 2:30pm: Complete the Project Plan

Activities

- For a sample completed Accelerate Project Plan Template, see Appendix 6.

2:30pm to 3:00 pm: Complete the Project Report Template

Activities

- Complete Future State MCT Map
- Complete Project Report Template
- For a sample completed Phase I Project Report Template, see Appendix 7.

3:00pm to 4:00pm: Project Wrap-up

Activities

- Get feedback from project team: Likes, Wishes, Lessons Learned
- Give project [deliverables](#) to Supplier at the end of the project
- Review Supplier's Next Steps:
 1. Supplier Review Phase I Report with MEP SCA
 2. Supplier Review Phase I Report with OEM
 3. Supplier meeting with Local MEP within 2 weeks to discuss Phase II project Implementation

Day 2: Project Deliverables

The project deliverables are:

- Current State VSM and MCT Maps
- Future State VSM and MCT Maps
- Project Implementation Plan (Excel Template)
- Presentation Template Completed with Deliverables

Send project deliverables to MEP Supply Chain Advantage Lead at Hayner@wmep.org.