

Cell: A4

Comment: JKELLEY:

Flow Sequence

All suggested changes need to be ordered in the sequence that they occur in the process. The first iteration would place them in the current state flow sequence. Subsequently, if the flow changes, they should be reordered accordingly.

Cell: B4

Comment: JKELLEY:

Standard Work

Each change will occur within the boundaries of a standard work element. Standard work elements are numbered in accordance with enterprise instructions. Place the current state standard work reference here.

Cell: C4

Comment: JKELLEY:

Current State Flow Chart

Flow chart elements (symbols) should be numbered (typically in the sequence in which they occur and sometimes in sequence within "swim lanes" or "departments". The current state flow chart should be referenced. Later, if the flow chart changes, the future state flow charts should be substituted.

Cell: D4

Comment: JKELLEY:

Description of suggested change

Describe the change as completely as possible. This would include but is not limited to new statements of standard work, physical measurements of distance saved, measured improvements in inventory, number of seconds saved by the change, flow or sequencing rules that need to be changed, resource flexing rules, etc.

Cell: E4

Comment: JKELLEY:

Benefit (Seven Wastes Code)

Enter one of the following codes to indicate which of the wastes is addressed by this suggested change.

"D" = Defects

"OProd" = Overproduction

"C" = Conveyance

"W" = Waiting,

"I" = Inventory

"M" = Motion (travel)

"OProc" = Overprocessing

Cell: F4

Comment: JKELLEY:

Requirements (fixtures, engineering, etc.)

Sometimes changes require new fixtures, DOE, quality or engineering approval, etc. The requirements should be listed here. It may not be possible within a Kaizen event or blitz to anticipate all changes. However, the team should do its best. If necessary engineering and quality resources must consult with the team to provide input in this critical area.