



Introduction to the Lean Starter Pack

What is Lean?

Lean as a philosophy (*lean thinking*)

Lean is a management philosophy derived mostly from the Toyota Production System (TPS). TPS is renowned for its focus on reduction of the original Toyota 7 wastes to improve overall customer value.

Lean as a continuous change process (*becoming lean*)

Lean is a sustainable way of working. It is a culture of teamwork and continuous improvement, teaching people to think and see waste.

Lean as a set of tools or methods (*doing lean/toolbox lean*)

Lean is a set of tools and methods such as Value Stream Map, SIPOC or Ishikawa.

Lean as a fixed state or goal (*being lean*)

Lean can also be regarded as fixed state or goal. The main goals in Lean are: eliminating waste, improving quality, reducing time and reducing Cost

DMAIC Methodology

DMAIC is an improvement methodology used for improving and controlling business processes. The DMAIC improvement cycle is the core tool used to drive Lean and other Business Process Improvement projects. At each phase of the DMAIC a number of deliverables can be created.



What is the business problem? Scope & kick off the project and run a stakeholder analysis

Deliverable	Completed?
Project Charter	<input type="checkbox"/>
Project Team Map	<input type="checkbox"/>
IGOE Diagram	<input type="checkbox"/>
SIPOC Diagram	<input type="checkbox"/>
Stakeholder Analysis Chart	<input type="checkbox"/>
Action & Decision Log	<input type="checkbox"/>

Establish baseline as basis for improvement Brainstorm on the potential causes of the business problem

Deliverable	Completed?
BPMN - Potential Causes	<input type="checkbox"/>
Ishikawa - Potential Causes	<input type="checkbox"/>
Value Stream Map	<input type="checkbox"/>
Action & Decision Log	<input type="checkbox"/>

Identify, validate and select root causes for elimination

Deliverable	Completed?
BPMN - Waste Scan	<input type="checkbox"/>
Root Cause Analysis	<input type="checkbox"/>
Ishikawa - Root Cause Analysis	<input type="checkbox"/>
Action & Decision Log	<input type="checkbox"/>

Identify, test and implement a solution to the problem

Deliverable	Completed?
BPMN - To Be Process	<input type="checkbox"/>
Solution Pick Chart	<input type="checkbox"/>
Solution Roadmap	<input type="checkbox"/>
Action & Decision Log	<input type="checkbox"/>

Sustain the gains by controlling the process

Deliverable	Completed?
BPMN - Process Control	<input type="checkbox"/>
Project Closure Report	<input type="checkbox"/>
Action & Decision Log	<input type="checkbox"/>

8 Types of Waste

A key concept in Lean is waste, which can be defined as anything that doesn't add value to the customer. There are 8 types of Waste:

Transport



Inventory



Motion



Waiting



Overproduction



Over-processing



Defect



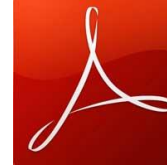
Un-utilized People



Contents of the Lean Starter Pack



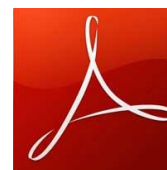
BPMN 2 Model with Lean
Extensions



Lean Waste Poster



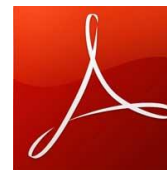
SIPOC Diagram



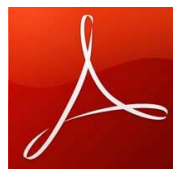
BPMN 2 0 Getting Started
Guide



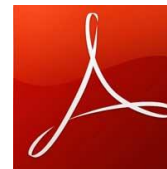
Stakeholder Analysis Chart



BPMN Level 1 Poster



Lean DMAIC Poster



BPMN Poster



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