

Process Improvement Project



Event Overview

DAY 1 Discovery	DAY 2 Possibility	DAY 3 Building	DAY 4 Planning	DAY 5 Planning & Celebration
<p>The team typically convenes at 10 a.m. on the first day, allowing time for set-up and other prep.</p>	<p>Preview the agenda + fun start</p>	<p>Preview the agenda + fun start</p>	<p>Preview the agenda + fun start</p>	<p>Preview the agenda</p>
<p>Facilitator welcome, overview Leadership welcome, importance, empowerment, etc. Additional stage-setting Team intros, expectations (approx. 1 hour)</p>	<p>Current-state process mapping, continued (approx. 2.75 hours)</p> <p><i>Possible after the current-state map is completed: Subgroup writes in key measures (as available) on map</i></p>	<p>Subgroups present top 3 ideas/why</p>	<p>Subgroups complete work (Possible additional subgroup) Subgroups present future-state process, success factors, etc. (approx. 1.5 hours)</p>	<p>Fine-tune future-state map, plans, measures, etc. (approx. 1.25 hours)</p>
<p>Review the project charter and goals; SIPOC; review data (data lead)</p>	<p>Learning: Waste</p>	<p>Learning: Future-state process</p>	<p>Learning: Implementation</p>	<p>Celebratory Break + Team Photo</p>
<p>Learning: Process mapping</p>	<p>Identify waste in process</p>	<p>Subgroups: Develop future-state maps (approx. 2.5 hours)</p>	<p>Subgroups develop imp. plans (Round 1) Subgroups present to team; discuss; build consensus (approx 1.25 hours)</p>	<p>Team plans its presentation (approx. 1 hour)</p>
<p>Develop process map of the current-state process (approx. 2.25 hours)</p>	<p>Learning: VA/NVA, standardization, etc.</p>	<p>Each subgroup presents its future-state map; identify common points, differences; discuss and reconcile</p>	<p>Round 2 development in subgroups, followed by presentations, consensus ----- Possible Round 3 subgroups (approx 2.5 hours)</p>	<p>Team reviews slides Individual prep time (approx. 1 hour)</p>
<p>Review and preview</p>	<p>Generate improvement ideas Group the ideas into categories Subgroups: Identify top action ideas for each category; why (approx. 1.5 hours)</p>	<p>Subgroup builds final future-state map Subgroup IDs key factors for success (Possible third subgroup) (approx. 2.5 hours)</p>	<p>Sponsor visit; preview Day 5</p>	<p>Team presentation; concluding comments from leadership (1 hour)</p>
<p>Review and preview</p>	<p>Review and preview</p>	<p>Review and preview</p>		<p>Mixer/celebration with attendees (approx. 1 hour)</p>

A Lean-powered blitz approach works best because it strengthens team-work, focus, and start-to-finish continuity. We guide teams so they get the job done in a week-long Kaizen event – or in two sessions, each lasting two or three days, with several hours of subgroup work in between sessions.

With multi-session improvement events, a sixth day or part of a sixth day is sometimes needed.