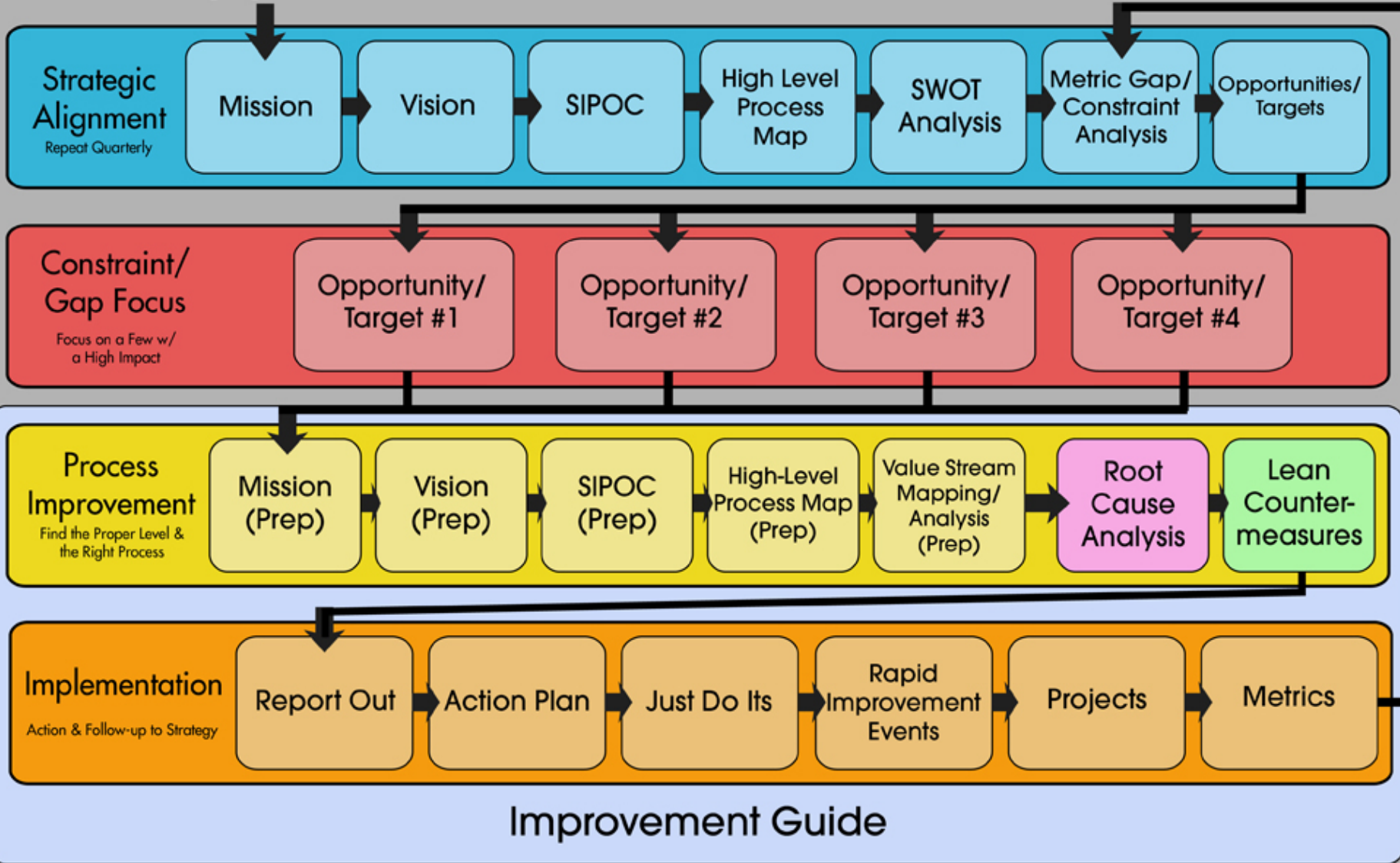


# Lean Applied to Business Processes SA&D Guide



# Lean Applied to Business Processes Improvement Guide

## Seeing the Process

- Strategic Alignment & VOC
- SIPOC / High Level Map
- Constraint / Gap Analysis
- Value Stream Mapping
- Value Added (NVA) Discussion
- Walk the Process
- Spaghetti Diagram
- Ideal State / BPR
- Theory of Constraints

## Lean Countermeasures

- Information at Point of Use
- 5S - Sort, Set in Order, Shine, Standardize, Sustain
- Visual Management
  - Method Sheets / WIP Boards
  - Situational Awareness
- Standard Work / Error Proofing
  - Templates / Checklists
- Cells - No Multitasking
  - Battle Rhythm Meetings
  - Single Text Negotiation

## Root Cause Analysis

- Brainstorming Eight Wastes
- Cause & Effect Diagrams
- 5 Whys
- Check Sheets / Pareto Analysis

## Implementation

- Future State
- Action Plan / Implementation
- Feedback Loop

