Lean White Belt Essentials - Reference Guide

Value/Waste

As Waste is reduced, Value is increased.

5 Principles

1. Identify customers and specify value.
2. Identify and map the value stream.
3. Deliver value without waste.
4. Deliver value on demand.
5. Seek perfection.

Customer Voice

1. Identify your customers
2. Identify value for your customer
3. Measure value
   - Surveys
   - Focus Groups
   - Complaints
   - Benchmarking

The Lean View

- Map your current process
- Analyze for areas of improvement
- Use tools to improve
- Value stream your process

A3

P1: Why Change is needed
P2: Current State
P3 Future State
P4: Gap Analysis
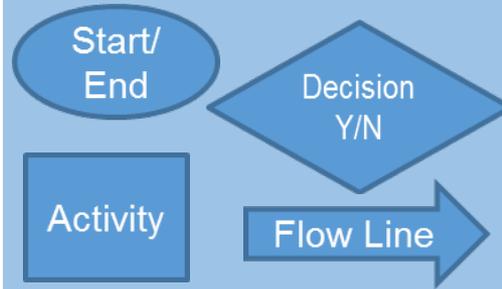D5 Action Plan
C6: Results
A7: Lessons Learned

PDCA

Plan
Do
Check
Act

MEAT

Money
Errors
Amounts
Time

Process Map

Start/End

Decision Y/N

Activity

Flow Line

The 5 Whys

1. Identify Problem
2. Ask "What should happen?"
3. Ask "What did happen?"
4. Ask "Why" 5 times to identify cause
5. Complete action plan

Value Stream

Value Added:
- Transformational
- Delivers what the customer needs/wants
- Done right the first time, without error

Business Necessary:
- Steps required by law, regulation, policy

Non-Value Added:
- Waste

8 Wastes

Defects
Overproduction
Waiting
Non-Utilized Talent
Transportation (things)
Inventory (excess)
Motion (people)
Extra-Processing

Spaghetti Map

- Graphic depiction of path of product
- Identifies inefficiencies

5-S

Sort
Set in Order
Shine
Standardize
Sustain

Standard Work

- Simple written description of work
- Applies best practices
- Drives out defects
- Examples: checklists, job aids, forms
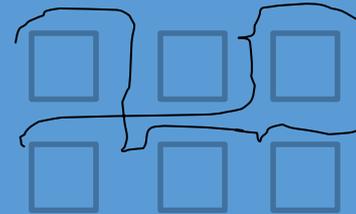
Just Do It (JDI)

Small, customer focused improvement to processes
- Moving equipment to improve flow
- Eliminate steps that don't add value

why? why? why? why? why?

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