LEAN PROCESS WORKSHEET

CURRENT SITUATION

Name of Work/Service/Project: _____

WORK RECEIVED

WORK COMPELETED

Process	Process	Process	Process	Process	Process	Process	Process

Person	Person	Person	Person	Person	Person	Person	Person

Time	Time	Time	Time	Time	Time	Time	Time
PT::	PT::	PT::	PT::	PT::	PT::	PT::	PT::
W/D:	W/D:	W/D:	W/D:	W/D:	W/D:	W/D:	W/D:
LT:	LT:	LT:	LT:	LT:	LT:	LT:	LT:

Identify Waste	Identify Waste	Identify Waste	Identify Waste	Identify Waste	Identify Waste	Identify Waste	Identify Waste
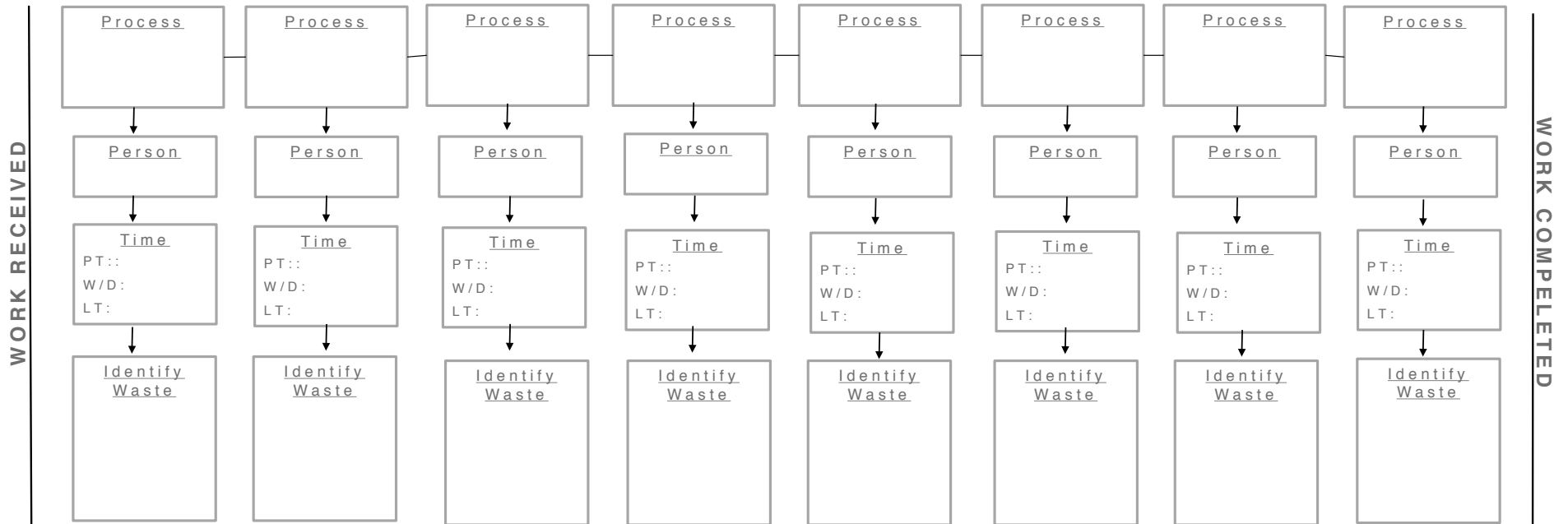
Steps to be eliminated:

Change in people:

Time – Wait Times & Delays to be eliminated:

Waste to be eliminated:

InCite.

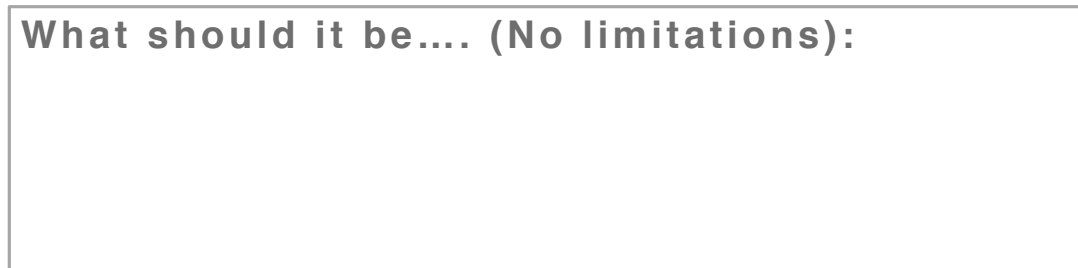# LEAN PROCESS WORKSHEET

Define needs of Client:

What's in place today?

What's not in place today?

What are the right outcomes?

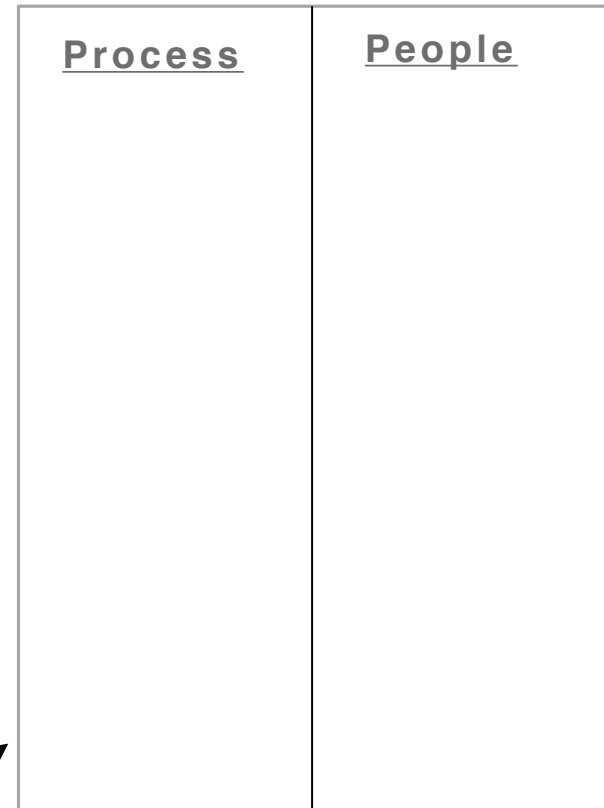| Process	People

What should it be.... (No limitations):

LEAN PROCESS WORKSHEET

FUTURE SITUATION

Name of Work/Service/Project: _____

WORK RECEIVED

WORK COMPLETED

| Process | Process | Process | Process | Process | Process | Process | Process |

| Person | Person | Person | Person | Person | Person | Person | Person |

Time	Time	Time	Time	Time	Time	Time	Time
PT::	PT::	PT::	PT::	PT::	PT::	PT::	PT::
W/D:	W/D:	W/D:	W/D:	W/D:	W/D:	W/D:	W/D:
LT:	LT:	LT:	LT:	LT:	LT:	LT:	LT:

InCite.