

KAIZEN EVENT CHECKLIST TEMPLATE

PROCESS / SYSTEM		EVENT DATES	
FACILITATOR		TEAM LEADER	
TEAM MEMBERS			

TIME	ACTIVITY	TEAM MEMBER RESPONSIBLE	COMPLETE / IN PROGRESS	DATE COMPLETED
Pre-Event	Identify Potential Problems for Shareholders.			
Pre-Event	Present Problematic Situations			
Pre-Event	Sponsorship Approval. Team Leadership Delegation.			
Pre-Event	Group Teams Together			
Pre-Event	Schedule pre-planning meeting with Team			
Pre-Event	Pre-Planning Meeting. Outline Charter			
Pre-Event	Collect process data/statistics.			
Pre-Event	Schedule Kaizen Event dates. Reserve room/equipment.			
Pre-Event	Schedule date for presentation to management.			
Pre-Event	Notify all staff of Event (open door policy).			
Pre-Event	Gather Supplies (the day before the Event).			
DAY1	Review of Lean Elements, Rules, Tools.			
DAY1	Review Project Charter.			
DAY1	Warm Up Activities.			
DAY1	Review Team Rules.			
DAY1	Develop Current State map. Take photo.			
DAY1	Identify Values. Value Discussion Session.			
DAY1	Calculate Values.			
DAY2	Identify Inefficiencies in Current Map.			
DAY2	Create Future State map. Take photo.			
DAY2	Develop standard work & single piece flow (reduce batching).			
DAY2	Develop Visual Workplace.			
DAY3	Determine if all Goals have been met.			
DAY3	Identify Outcomes (performance measures).			
DAY3	Development Implementation			
DAY3	Finalize presentations			
DAY3	Identify presenters roles for management presentation.			
DAY3	Closing: Future Business to Discuss.			
DAY3	Photographs			
Post-Event	Present Event & Outcomes to management.			
Post-Event	Post Event details and photos on a bulletin board or a common area.			
Post-Event	Complete Implementation Plan.			
Post-Event	Train Staff.			