

Post-Event Follow-through Checklist

Process Owner = KPO

Team: _____

Report-out Date: _____

Team Leader: _____

					Post-Kaizen Period									
					Week 1, Day:					Week 2	Week 3	Week 4	30 Day Audit	
					1	2	3	4	5					
Post-Event Categories		Required Activities			By Whom	Final Day of Kaizen								
Sustainability	1	Kaizen Newspaper	1.1	Finalize Newspaper.	Team									
			1.2	Post Newspaper.	TL									
			1.3	Status Newspaper items.	TL, VSM, KPO									
	2	Leader Standard Work (LSW)	2.1	Complete final LSW draft and validate linkages to visual controls.	Team, KPO									
			2.2	Validate and approve LSW, allocate ownership to appropriate leaders and integrate into existing LSW.	VSM, KPO, TL, Supervisor									
			2.3	Deploy LSW ("go live").	VSM, Supervisor									
			2.4	Audit LSW. Identify/deploy necessary countermeasures.	VSM, KPO									
	3	Audit	3.1	Determine current performance vs reported kaizen achievements (including financial impact). Reconcile differences if any, assign countermeasures, as required.	VSM, KPO, TL									
			3.2	Conduct review of checklist status (all of above items), issues, etc. Identify/deploy necessary countermeasures.	SLT, VSM, KPO, TL									
Event Mgmt Improvement	4	Kaizen Event Evaluation	4.1	Complete and submit evaluations.	Team Members									
			4.2	Review and compile submitted evaluations (also reference Lessons Learned). Conduct follow-up discussions with submitters if clarification or additional information required.	KPO									
			4.3	Reference formal and informal <i>sensei</i> feedback.	KPO									
			4.4	Conduct event post-mortem (Start, Stop, Continue Doing).	KPO									
			4.5	Identify necessary countermeasures, review with appropriate people and assign.	KPO, Other as req'd								When appropriate	
Communication	5	Kaizen Summary	5.1	Complete Kaizen Event Summary Report	TL									
			5.2	Post/Distribute Summary Report	KPO									
Record Retention	6	Newsletter	6.1	Incorporate kaizen activity and results within regular Lean/Kaizen Newsletter.	KPO									
			7	Archiving	7.1	Submit summary report-out package to KPO*.	TL							
7.2	Quantify financial impact of improvements. Submit to KPO.	Finance and Accounting Support												
7.3	Catalogue and electronically file report-out package & financial impact estimate.	KPO												

* Summary Report-out package to include at least the following: kaizen event area profile, kaizen target sheet, kaizen newspaper, kaizen lessons learned...

KPO = Kaizen Promotion Officer, SLT = Site Leadership Team, TL = Team Leader, VSM = Value Stream Mgr, LSW = Leader Standard Work