**Kaizen Event Process (current)**

**STEP 1: CONFIRM**
- **What starts:** Improvement need
- **What is done:**
  1. Draft the project gap
  2. Draft the project goal statement
  3. Confirm kaizen as the best improvement method
  4. Obtain leadership support
- **Who does it:** Qi Leader, Event sponsor
- **Deliverable:**
  - Draft kaizen event goal
  - PreISM steps 1-8 complete
  - Leadership support
  - Use of Kaizen method confirmed
- **Job Aids:**
  - PreISM document (Steps 1-8)
  - Goal statement template
  - Kaizen Event Selection Criteria

**STEP 2: PREPARE**
- **What starts:** Confirmed kaizen event
- **What is done:**
  1. Finalize event goal
  2. Confirm team members & subject matter experts
  3. Confirm improvement owner
  4. Gather & review relevant work process data, documents, issues
  5. Coordinate event logistics
  6. Prepare Day 1 newspaper agenda
  7. Prepare & share event communications
- **Who does it:** Qi leader, event sponsor
- **Deliverable:**
  - Event goal with measure definition
  - Team members are confirmed, committed, and prepared
  - Leadership, Stakeholders, and process team members are aware of event & goal
  - Draft process map (optional)
  - Preliminary process data & information (optional)
  - Event venue & logistics complete
  - Day 1 newspaper
  - Job aids drafted
  - Perform step job aids available for use
- **Job Aid:**
  - PreISM document template (Steps 1-11a; 11b optional)
  - Event preparation checklist
  - Measure definition sheets
  - Value stream, sub-process map(s) templates
  - Stakeholder Analysis
  - Communication Strategy (single topic guideline)
  - Daily newspaper template
  - Pre-event flyer communication template (ROAMMM)
  - Typical agenda by day, as reference

**STEP 3: PERFORM**
- **What starts:** Day of event
- **What is done:**
  1. Focus team
  2. Gather process data & information
  3. Evaluate issues & identify solutions
  4. Test & measure solutions
  5. Incorporate test learnings
  6. Start installing solutions
  7. Prepare improvement owner
  8. Report out to leaders & stakeholders
  9. Plan remaining activities
- **Who does it:** Event team
- **Deliverable:**
  - Improved work process approved, & installed
  - Involved & energized team members
  - Job Aids:
    - PreISM document template (Steps 11-18)
    - Kaizen Event slide deck (including Kaizen & Working with Others overview)
    - Parking lot template
    - Daily newspapers template
    - Forms of waste wall chart
    - Value stream, sub-process map(s) overview material & templates (current & future)
    - Waste/value analysis template (8 copies)
    - Cause & Effect analysis overview material & template
    - 2 X 2 prioritization matrix (issues & solutions) wall chart
    - Improvement Hypotheses template
    - Test plan template
    - Standardized work templates (Single Topic Guidelines)
    - Action items worksheet
    - Lessons Learned (SRLD) template
    - Event flyer communication template (ROAMMM)
    - Continual Improvement System wall chart
    - Certificate of Appreciation form; Event survey template

**STEP 4: INSTITUTIONALIZE**
- **What starts:** Completed event
- **What is done:**
  1. Complete remaining action items (if applicable)
  2. Define & operationalize measures & targets; track performance
  3. Create a feedback & improvement mechanism
  4. Coach Performance
- **Who does it:** Event team, Process owner, Improvement owner
- **Deliverable:**
  - Improved work process installed, and communicated
  - Process team members involved in the ongoing process improvement
- **Job Aids:**
  - PreISM document (Step 18)
  - Action items worksheet
  - Lessons Learned (SRLD)
  - Measure definition sheets
  - Continual Improvement System
  - Communications (ROAMMM)
  - Team Member Problem Solving template