ChecklistGuro

Heijunka (Production Leveling) Implementation Checklist

Phase 1: Assessment & Preparation

Focuses on understanding the current state, identifying pain points, and gaining buy-in for Heijunka implementation.

Describe the current production environment (e.g., make-to-stock, make-to-order, mixed).

Write something...

Estimate the current level of production variability (e.g., using a scale of 1-10, 1 being very stable, 10 being extremely variable).

Enter a number...

Identify the primary goals of Heijunka implementation (Select all that apply).

- [ ] Reduce lead time
- [ ] Reduce WIP (Work in Progress)
- [ ] Reduce inventory
- [ ] Improve throughput
- [ ] Level workload
- [ ] Improve customer satisfaction
- [ ] Other (Please Specify)

Identify key stakeholders for Heijunka implementation and their roles.

Write something...

What are the current challenges that contribute to production instability? (Select all that apply)

- [ ] Demand Fluctuations
- [ ] Long Setup Times
- [ ] Material Shortages
- [ ] Equipment Downtime
- [ ] Lack of Standardized Processes
- [ ] Poor Communication
- [ ] Other (Please Specify)

Target Date for Initial Heijunka Assessment Completion

Enter date...

Document potential resistance to change and strategies for addressing it.

Write something...

Phase 2: Data Gathering & Analysis

Involves collecting and analyzing historical data to understand demand patterns and production capabilities.

Historical Demand Data Collection Period (Months)

Enter a number...

Upload Historical Sales Data (CSV/Excel)

Upload File

Describe Data Sources Used (e.g., ERP, CRM, spreadsheets)

Write something...

Number of Product Families/Lines to Analyze

Enter a number...

Which Demand Patterns Observed (Select all that apply)

- [ ] Seasonal
- [ ] Trend
- [ ] Cyclical
- [ ] Random/Unpredictable
- [ ] Lumpy/Irregular

Average Lead Time for Raw Materials (Days)

Enter a number...

Current WIP (Work-In-Progress) Levels (Units)

Enter a number...

Describe any significant external factors impacting demand (e.g., promotions, competitor actions)

Write something...

Phase 2a: Demand Forecasting & Segmentation (if applicable)

Focus on forecasting and classifying demand to understand variability and prioritize product lines.

Historical Demand Data Points Analyzed (Months/Years)

Enter a number...

Forecasting Methods Considered/Implemented

- [ ] Moving Average
- [ ] Exponential Smoothing
- [ ] Regression Analysis
- [ ] Seasonal Decomposition
- [ ] Collaborative Forecasting (Sales/Marketing)

Primary Demand Segmentation Criteria

- [ ] Product Family
- [ ] Customer Type
- [ ] Geographic Region
- [ ] Order Size/Volume
- [ ] Seasonality

Forecast Accuracy (MAPE - Mean Absolute Percentage Error) - Baseline

Enter a number...

Forecast Accuracy (MAPE - Mean Absolute Percentage Error) - Post-Segmentation/Forecasting

Enter a number...

Justification for Selected Segmentation Criteria

Write something...

Level of Customer Collaboration in Forecasting

- [ ] None
- [ ] Informal Communication
- [ ] Regular Meetings
- [ ] Shared Forecasts

Phase 3: Heijunka Design & Planning

Defining the Heijunka plan: Establishing takt time, batch sizes, sequence, and buffer strategies.

Calculate Current Takt Time

Enter a number...

Determine Initial Heijunka Sequence Type (e.g., Fixed Sequence, Dynamic Sequence)

- [ ] Fixed Sequence
- [ ] Dynamic Sequence
- [ ] Hybrid

Establish Initial Batch Sizes (considering changeover time and inventory costs)

Enter a number...

Document Rationale for Batch Size Decisions

Write something...

Calculate Changeover Times for all Product Variations

Enter a number...

Define Buffer Strategy (e.g., Supermarket, Kanban)

- [ ] Supermarket
- [ ] Kanban
- [ ] None

Calculate Minimum Buffer Levels (based on variability and takt time)

Enter a number...

Describe the Heijunka Schedule Logic (how production is sequenced)

Write something...

Phase 4: Pilot Implementation & Testing

Implementing Heijunka on a limited scope to test the plan and identify areas for improvement.

Select Pilot Production Line

- [ ] Line 1
- [ ] Line 2
- [ ] Line 3
- [ ] Other (Specify)

Pilot Duration (in days)

Enter a number...

Describe the initial scope of the pilot Heijunka implementation (e.g., products, processes)

Write something...

Which metrics will be tracked during the pilot?

- [ ] Throughput
- [ ] Work-in-Progress (WIP)
- [ ] Lead Time
- [ ] Inventory Levels
- [ ] On-Time Delivery
- [ ] Employee Morale (via survey)

Pilot Start Date

Enter date...

Pilot End Date (Planned)

Enter date...

Document any significant challenges encountered during the pilot.

Write something...

Overall Pilot Success (Initial Assessment)

- [ ] Highly Successful
- [ ] Successful
- [ ] Moderately Successful
- [ ] Unsuccessful - Requires Major Revision
- [ ] Unsuccessful - Requires Complete Re-evaluation

Upload relevant data/charts from the pilot (optional)

Upload File

Phase 5: Full-Scale Implementation

Rolling out the Heijunka plan across the entire manufacturing operation.

Initial Product Line Rollout Sequence

- [ ] Priority 1 (High Volume, Low Variability)
- [ ] Priority 2 (Moderate Volume, Moderate Variability)
- [ ] Priority 3 (Lower Volume, High Variability)

Scheduled Start Date for Full-Scale Implementation

Enter date...

Number of Production Lines Initially Included

Enter a number...

Describe any deviations from the original Heijunka design plan during full-scale rollout.

Write something...

Which departments are actively participating in the full-scale rollout?

- [ ] Production
- [ ] Engineering
- [ ] Sales/Demand Planning
- [ ] Quality
- [ ] Supply Chain

Level of Automation used in initial rollout.

- [ ] Manual
- [ ] Semi-Automated
- [ ] Fully Automated

Contact Person for Full-Scale Implementation

Write something...

Document any initial training provided to employees during full-scale launch.

Write something...

Phase 6: Monitoring & Continuous Improvement

Tracking key metrics and making adjustments to the Heijunka plan to optimize performance.

Average Daily Production Variation (compared to target)

Enter a number...

On-Time Delivery Performance (OTD)

Enter a number...

Work-in-Progress (WIP) Inventory Levels

Enter a number...

Overall team satisfaction with the Heijunka system

- [ ] Very Satisfied
- [ ] Satisfied
- [ ] Neutral
- [ ] Dissatisfied
- [ ] Very Dissatisfied

Summarize key observations and issues encountered during the monitoring period.

Write something...

Which metrics are showing a concerning trend?

- [ ] Production Variation
- [ ] On-Time Delivery
- [ ] WIP Inventory
- [ ] Lead Time
- [ ] Equipment Downtime
- [ ] None

Date of last Heijunka Review Meeting

Enter date...

Document Action Items and assigned owners resulting from the review

Write something...

Supporting Infrastructure & Training

Ensuring necessary systems, tools, and employee training are in place to support Heijunka.

Current Level of Kanban System Usage (if applicable)

- [ ] No Kanban
- [ ] Basic Kanban
- [ ] Advanced Kanban (with automated replenishment)

Systems/Tools to be Integrated with Heijunka (select all that apply)

- [ ] ERP System
- [ ] MES System
- [ ] MRP System
- [ ] Quality Management System
- [ ] Production Scheduling Software

Number of Employees Requiring Initial Heijunka Training

Enter a number...

Target Date for Initial Heijunka Training Completion

Enter date...

Training Program Outline (brief description)

Write something...

Training Delivery Method (select one)

- [ ] Classroom
- [ ] Online Modules
- [ ] On-the-Job Training

Training Materials (presentations, guides, etc.)

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Documented Standard Operating Procedures (SOPs) for Heijunka Processes (describe)

Write something...

Availability of Visual Management Tools (e.g., whiteboards, displays)

- [ ] Not Available
- [ ] Limited Availability
- [ ] Fully Available