

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.

Write something	
Estimate the current level of pr being very stable, 10 being ext	roduction variability (e.g., using a scale of 1-10, 1 remely variable).
Enter a number	
Identify the primary goals of He	eijunka implementation (Select all that apply).
Identify the primary goals of He	eijunka implementation (Select all that apply).
_	eijunka implementation (Select all that apply).
Reduce lead time	eijunka implementation (Select all that apply).
Reduce lead time Reduce WIP (Work in Progress)	eijunka implementation (Select all that apply).
Reduce lead time Reduce WIP (Work in Progress) Reduce inventory	eijunka implementation (Select all that apply).
Reduce lead time Reduce WIP (Work in Progress) Reduce inventory Improve throughput	eijunka implementation (Select all that apply).

Write something	
What are the current challenges that contribute to p (Select all that apply)	roduction instability?
Demand Fluctuations	
☐ Long Setup Times	
Material Shortages	
Equipment Downtime	
Lack of Standardized Processes	
Poor Communication	
Other (Please Specify)	
Target Date for Initial Heijunka Assessment Comple	tion
Enter date	

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)

Enter a number	
Describe any significant ext competitor actions)	ternal factors impacting demand (e.g., promotions,
Write something	
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	d Forecasting & Segmentation (
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pplicable) ocus on forecasting and classifoduct lines. Historical Demand Data Poi	fying demand to understand variability and prioritize ints Analyzed (Months/Years)
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pplicable) cus on forecasting and classifund oduct lines. Historical Demand Data Poi Enter a number Forecasting Methods Consi Moving Average	fying demand to understand variability and prioritize ints Analyzed (Months/Years)
pplicable) cus on forecasting and classifund oduct lines. Historical Demand Data Point Enter a number Forecasting Methods Consi Moving Average Exponential Smoothing	fying demand to understand variability and prioritize ints Analyzed (Months/Years)

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

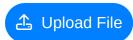
Defining the Heijunka plan: Establishing takt time, batch sizes, sequence, and buffer strategies.

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

Describe the Heijunka Schedule Logic (how production is sequenced) Write something	
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nase 4: Pilot Implementation & Testing	
plementing Heijunka on a limited scope to test the plan and identify areas for provement.	
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., productorocesses) Write something	ucts,

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)



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

Enter date	
Document Action It	ems and assigned owners resulting from the review
Write something	
unnorting l	nfrastructure & Training
suring necessary sys ijunka.	stems, tools, and employee training are in place to support
Current Level of Ka	nban System Usage (if applicable)
No Kanban	
Basic Kanban	
Advanced Kanban ((with automated replenishment)
Systems/Tools to b	e Integrated with Heijunka (select all that apply)
ERP System	
MES System	
☐ MES System ☐ MRP System	
	nt System
MRP System	
MRP System Quality Managemer	
■ MRP System■ Quality Managemer■ Production Schedul	

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.) L Upload File
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