ChecklistGuro

Value Stream Mapping (VSM) Checklist

Project Definition & Scope

Ensures a clear understanding of the VSM project's goals, boundaries, and resources.

Project Goal Statement

Write something...

Define the Scope of the Value Stream (Start to End)

Write something...

Product Family Focus (if applicable)

- [ ] Single Product
- [ ] Product Family A
- [ ] Product Family B
- [ ] Multiple Products

Estimated Project Duration (Days/Weeks)

Enter a number...

Project Start Date

Enter date...

Number of team members

Enter a number...

Key Stakeholders (Select all that apply)

- [ ] Operations Manager
- [ ] Engineering Manager
- [ ] Supply Chain Manager
- [ ] Quality Manager
- [ ] Sales Representative

Potential Risks & Constraints

Write something...

Team Formation & Training

Defines the necessary team members and ensures they possess the required knowledge of VSM principles.

Number of Team Members

Enter a number...

Team Lead Assigned?

- [ ] Yes
- [ ] No

Team Member Roles (Select all that apply)

- [ ] Process Owner
- [ ] Operator
- [ ] Maintenance
- [ ] Engineering
- [ ] Quality

Brief Description of Team Member Expertise

Write something...

VSM Training Provided?

- [ ] Yes
- [ ] No

Date of VSM Training (if applicable)

Enter date...

Notes on Team Communication & Collaboration Strategy

Write something...

Current State Mapping - Preparation

Activities to prepare for accurately documenting the current process.

Product/Service to be Mapped

Write something...

Project Objectives (Briefly Describe)

Write something...

Start-to-Finish or Finish-to-Start Mapping?

- [ ] Start-to-Finish
- [ ] Finish-to-Start

Number of Team Members Involved

Enter a number...

Date of Initial Process Walkthrough

Enter date...

Data Collection Methods to be Used

- [ ] Direct Observation
- [ ] Interviews
- [ ] Process Documentation
- [ ] Production Schedules

Current State Mapping - Data Collection

Verification of accurate data collection for process steps in the current state map.

Cycle Time (per step)

Enter a number...

Changeover Time (if applicable)

Enter a number...

Setup Time (if applicable)

Enter a number...

Uptime Percentage (%)

Enter a number...

Defect Rate (%)

Enter a number...

Inventory Type (Raw, WIP, Finished Goods)

- [ ] Raw Material
- [ ] Work-in-Progress (WIP)
- [ ] Finished Goods

Inventory Quantity (Units)

Enter a number...

Date of Data Collection

Enter date...

Notes on Data Collection Process

Write something...

Current State Mapping - Process Walkthrough & Documentation

Ensuring comprehensive documentation of the current state value stream, including all relevant details.

Detailed Description of Process Step

Write something...

Cycle Time (per step)

Enter a number...

Changeover Time (if applicable)

Enter a number...

Uptime Percentage

Enter a number...

Defect Rate (%)

Enter a number...

Description of any FIFO Buffers & Size

Write something...

Potential Waste Types Observed (Select all that apply)

- [ ] Transportation
- [ ] Inventory
- [ ] Motion
- [ ] Waiting
- [ ] Overproduction
- [ ] Over-processing
- [ ] Defects

Photograph/Diagram of Process Step

Upload File

Current State Analysis - Key Performance Indicators (KPIs)

Calculates and validates key performance indicators (KPIs) for the current state value stream.

Cycle Time (CT) - Average per Process Step

Enter a number...

Lead Time (LT) - Total Value Stream

Enter a number...

Process Time (PT) - Total for Value-Added Steps

Enter a number...

Waiting Time (WT) - Total across all steps

Enter a number...

Percent Complete and Accurate (%C&A)

Enter a number...

Overall Equipment Effectiveness (OEE) - For Key Machines

Enter a number...

Inventory Levels (WIP) - Average at Key Points

Enter a number...

Assumptions & Notes Regarding KPI Calculations

Write something...

Future State Mapping - Design Principles

Verification of Future State Design based on lean principles and improvement opportunities.

Lean Principle Prioritization

- [ ] Eliminate Waste
- [ ] Continuous Flow
- [ ] Pull System
- [ ] Perfection
- [ ] Standardization

Target Lead Time Reduction (%)

Enter a number...

Target Inventory Reduction (%)

Enter a number...

Rationale for Process Standardization

Write something...

Potential Bottleneck Elimination Methods

- [ ] Process Redesign
- [ ] Equipment Upgrade
- [ ] Workforce Training
- [ ] Resource Reallocation
- [ ] Automation

Primary Pull System Type

- [ ] Kanban
- [ ] CONWIP
- [ ] Supermarket

Justification for Automation Decisions (if applicable)

Write something...

Target Implementation Date for Future State

Enter date...

Future State Mapping - Process Design

Focuses on defining the detailed process flow for the future state value stream.

Target Cycle Time per Process Step

Enter a number...

Target Lead Time for the Value Stream

Enter a number...

Process Step Layout Change Required?

- [ ] Yes
- [ ] No

Standardized Work Elements Implemented?

- [ ] Process Sequence
- [ ] Workplace Organization (5S)
- [ ] Standardized Work Instructions
- [ ] Motion Study
- [ ] All of the Above

Description of New Process Flow/Layout Changes

Write something...

Pull System Implementation?

- [ ] Yes
- [ ] No
- [ ] Hybrid

Target Work-in-Progress (WIP) Level

Enter a number...

Details on Kanban System Design (if applicable)

Write something...

Equipment Maintenance Strategy?

- [ ] Preventative Maintenance
- [ ] Predictive Maintenance
- [ ] Reactive Maintenance
- [ ] Combination

Implementation Planning

Creation of a detailed action plan for implementing the future state value stream.

Estimated Implementation Cost

Enter a number...

Target Implementation Start Date

Enter date...

Target Completion Date

Enter date...

Key Resources Required (e.g., Equipment, Personnel)

- [ ] Equipment
- [ ] Personnel
- [ ] Software
- [ ] Training

Potential Risks & Mitigation Strategies

Write something...

Number of team members responsible for implementation

Enter a number...

Implementation Approach (Phased, Big Bang, etc.)

- [ ] Phased
- [ ] Big Bang
- [ ] Hybrid

Detailed Action Plan (broken down into tasks, owners, and deadlines)

Write something...

Verification & Sustainability

Ensures the implemented future state is monitored, maintained, and continuously improved.

Initial Implementation Date

Enter date...

Frequency of Value Stream Performance Reviews (e.g., monthly, quarterly)

Enter a number...

Who is responsible for monitoring the future state value stream?

- [ ] Process Owner
- [ ] VSM Team
- [ ] Cross-Functional Team
- [ ] Management

Briefly describe the key metrics being tracked to ensure sustainability.

Write something...

Target Improvement Percentage for Lead Time (vs. Current State)

Enter a number...

Documentation Status (post-implementation)

- [ ] Complete and Archived
- [ ] In Progress
- [ ] Not Started

Describe any challenges encountered during implementation and potential mitigation strategies.

Write something...