

# Step 7: Kaizen Plan Presentation Worksheet

## Attendees

List the people who should attend the presentation. This is your audience.

## Purpose

State the purpose of the meeting. What do you want to accomplish? Get buy-in? Get approval for a budget or a training plan? Communicate results?

## Date and Time

What is the date of the presentation? \_\_\_\_\_

What is the time of the presentation? \_\_\_\_\_

What is the length of the presentation? \_\_\_\_\_

## Location

What is the room location? \_\_\_\_\_

## Materials and Supplies

What materials, supplies, and equipment will you need?

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## Strategic Links

What are the company's strategic objectives that relate to your kaizen plan? It's not enough to state that you are implementing Lean. Instead, discuss the quality, cost, and delivery objectives.

## Agenda

What is the outline or agenda of the presentation? A generic outline has been provided here. You should create your own based on the audience and your purpose for the meeting.

9:05 am	Introductions
9:10 am	Team Mission and Storyboard
9:15 am	Strategic Links
9:20 am	Current State <ul style="list-style-type: none"><li>• Current-state map</li><li>• Findings from the Lean manufacturing assessment</li><li>• Lean metrics</li><li>• Discussion</li></ul>
9:45 am	Introduction to the Three-Stage Approach <ul style="list-style-type: none"><li>• Demand, flow, and leveling</li><li>• How they are used in mapping</li></ul>
9:55 am	The Future State <ul style="list-style-type: none"><li>• Future-state map</li><li>• Discussion</li></ul>
10:30 am	Summary of the Kaizen Plans
10:40 am	Final Discussion, Feedback, Agreement
11:00 am	End