

Step 6: Leveling Stage Worksheets

Purpose: To make decisions necessary for adding continuous flow elements to the future-state map.

- Directions:**
1. Discuss each item in sequence.
 2. Make sure the team comes to a decision for each item.
 3. Record the “minority” opinions; they may prove useful later.
 4. Ensure that the team scribe records the decisions.

Pitch

Revisit pitch and decide whether you will maintain the same pitch or change it.

PITCH FORMULA

Pitch = takt time × pack-out quantity

Note: Takt time is customer driven. Pack-out quantity may or may not be.

	Current	New
Takt Time		
Pack-out Quantity		
Pitch		

What Visual Display Method Will You Use to Show Takt Time?

What types of kanbans will you need, and where will they be located?

- A *production kanban* is a printed card indicating the number of parts that need to be processed to replenish what has been pulled from finished-goods inventory.
- A *withdrawal kanban* is a printed card indicating the number of parts to be removed from a supermarket and supplied downstream.
- A *signal kanban* is a printed card indicating the number of parts that need to be produced at a batch operation to replenish what has been pulled from the supermarket downstream.

Production Kanban	Withdrawal Kanban	Signal Kanban
<i>Locations</i>	<i>Locations</i>	<i>Locations</i>

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Paced Withdrawal or Heijunka

Will you use paced withdrawal or heijunka? List your reasons below:

Paced withdrawal _____

Heijunka _____

Reasons

Runner’s Route

What path will the runner follow?

From _____ To _____ With what materials/information _____

Improvement Methods

List any additional improvement methods below.