



Process	Waste Spotting	Issue Date	7 th January 2021	Issue No.	0.1 (draft)
		Originators	Neil Fedden		


Process mapping is used as a technique for analysis a process and breaking it down into discrete activities with distances and times for each activity. This allows for the easier identification of 7W + 1 wastes and therefore what improvements can be made to the process


Team Based Instructions


Step No.	Description of Major Step	Key Points	Photo/Sketch/Links to Video
0	Define the objectives of the improvement	What you want to achieve from the activity e.g. productivity, lead-time, quality, delivery, etc	
1	Identify start and finish of the target process (be prepared to extend!)	Sketch out what the process looks like	


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2	Pick your team to process map	Lean facilitator, process experts, supervisors, internal suppliers and customers	


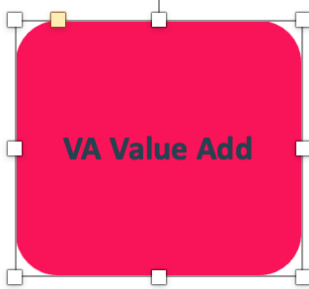
Go See Instructions

Step No.	Description of Major Step	Key Points	Photo/Sketch/Links to Video
3	Identify the main steps in the process	<ul style="list-style-type: none"> This gives you the backbone of the process map and stops you process mapping the world !! 	
4	Do a quick walk through of the process and follow the value	For example follow the fruit, plant, cutting, animal, etc	
5	Allocate roles to the team members	<ul style="list-style-type: none"> 1 person to scribe on post-it notes, 1 x timekeeper with stop watch to record how long it takes to do something, 1 x person to stride out distance (1 stride = 1m), 1 x person to do the activity within the process, everyone else to make a list of all the 7W+1 that they see 	
6	Repeat the walk through and record down all the individual steps within the process	<ul style="list-style-type: none"> Enough detail to capture the waste but don't get analysis paralysis!!). One process step per post-it note 	

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7	Record down on post-it notes each description of each step, distance travelled and time to complete the step	<ul style="list-style-type: none"> each step to be on a different yellow post-it note 																									
8	Repeat step 7 until you reach the end of the process.	<ul style="list-style-type: none"> Remember to number each post-it note so that it makes them easier to lay them out in sequence afterwards 	<table border="1"> <tbody> <tr> <td>T</td> <td>Transport</td> <td>Moving Work Around</td> </tr> <tr> <td>I</td> <td>Inventory or overstocking</td> <td>Work that sits around not finished or waiting to be sent to customer</td> </tr> <tr> <td>M</td> <td>Movement of People</td> <td>People moving around</td> </tr> <tr> <td>W</td> <td>Waiting or Delays</td> <td>People, product or resources waiting</td> </tr> <tr> <td>O</td> <td>Overproduction</td> <td>Doing too much or doing something before it is needed</td> </tr> <tr> <td>O</td> <td>Over Processing</td> <td>Performing activities that don't add customer value or exceed it</td> </tr> <tr> <td>D</td> <td>Defects</td> <td>Activities not completed to the correct standard</td> </tr> <tr> <td>S</td> <td>Skills and Talent</td> <td>Not appropriately utilising the skills of resource</td> </tr> </tbody> </table>	T	Transport	Moving Work Around	I	Inventory or overstocking	Work that sits around not finished or waiting to be sent to customer	M	Movement of People	People moving around	W	Waiting or Delays	People, product or resources waiting	O	Overproduction	Doing too much or doing something before it is needed	O	Over Processing	Performing activities that don't add customer value or exceed it	D	Defects	Activities not completed to the correct standard	S	Skills and Talent	Not appropriately utilising the skills of resource
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9	Takes photographs of examples of 7W+1 as you go through the process	<ul style="list-style-type: none"> Place these on the process map in the location where they occur 																									
10	Print out screen prints, reports, labels, documents, etc that are used as part of the process	<ul style="list-style-type: none"> Place these on the process map in the location where they occur. Use this to identify information waste 																									

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11	Using flipchart paper create a process map using the post-it notes collected	<ul style="list-style-type: none"> Placing them left to right in the middle of the flip chart paper 	
12	Add to the flip chart any supporting documentation that you may have (identified in step 10) and place next to the process step that it best relates too	<ul style="list-style-type: none"> 	

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13	<p>Review with the group and make sure that there are no gaps on the process map that need additional post-it notes (process steps)</p>	<ul style="list-style-type: none"> • If you find there are any gaps (or questions) go back and visit these areas and process map • Don't make assumptions and always go and check 	
14	<p>Using green post-it notes write down all the 7W+1 that you observed or has occurred previously and place them next to the process step it best reflects (1 waste per post-it note). The more green post-it notes the better!!</p>	<ul style="list-style-type: none"> • 1 waste per post-it note • The more green post-it notes the better!! 	<div data-bbox="1507 962 1771 1198" style="background-color: #76b82a; color: white; padding: 10px; border-radius: 15px; text-align: center;"> <p>7 Wastes + 1 Problems</p> </div>

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15	Record on orange post-it notes any improvement ideas that the team have and place them on the process map closest to the step they relate too	<ul style="list-style-type: none"> Do not discount any ideas at this stage or go into too much discussion about how to make them work which could potentially stifle any creativity 	
16	Go through the yellow post-it notes (process steps) and decide which ones are 'value-added' in the eyes of the customer	<ul style="list-style-type: none"> What steps are the customers willing to pay for them. Re-write these process steps onto pink post-it notes 	
17	Invite along individuals that are involved in the process	<ul style="list-style-type: none"> or supply into it or even better friendly customers!) for their contributions to it the process and associate problems/ideas for improvement 	