

Lean Office Assessment Checklist

206-919-0960
P.O. Box 15606
Seattle, WA 98115
www.strausforest.com
carlos@strausforest.com



Lean Area Assessment

- Area is 5S'd
- Data is 5S'd
- Continuous flow
 - Processes linked by value stream map
 - WIP
 - Time in queue
 - Workflow is optimized
- Work areas are well-defined
- Value streams are defined
- Visual controls and signals used
- Procedures documented and displayed
- Metrics are up-to-date
- Kanban for office supplies
- FIFO lanes
- In-process supermarkets
- Workload balanced: scheduled by hour / day / week / month / none
- Flexible/cross-trained employees
- Continuous improvement culture
 - Goals and measures
 - Kaizen/teaming is self-initiated
 - Standard improvement process
 - Waste identified and targeted
- Formal training plan

Lean Project Assessment

- Is this project part of a Lean implementation plan that was developed in a value stream map exercise?
- What are the criteria for evaluation?
- Who owns the process?
- Is the sponsor involved?
- Are processes documented?
- Do the documented processes bear any resemblance to what actually happens?
- What is the level of employee morale?
- Is the work area or electronic workspace well organized?
- What are the metrics?
- How are the metrics used?
- How often are metrics recorded?
- Are there metrics that tell employees how they are doing at any point in time?
- What is the attitude toward customers? Are the employees customer focused, or are they unaware of or disrespectful towards the customer?
- What is the attitude towards change?
- What are the business goals and strategies, and is the proposed project aligned with them?
- Is the process repeatable?
- Who is involved in the process?
- Whom does the process impact?
- Who inputs or supplies the process?
- Who is the receiver or the customer of the process?
- Other: _____