

LEAN PROCESS IMPROVEMENT PROJECT PLAN

MILESTONE	# OF DAYS (est.)	NUMBER OF WEEKS													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14+
Pre-event preparation: meet with sponsor, project planning	0.25	■													
Pre-event preparation: data gathering and analysis	0.25		■												
Introduction to Lean staff training (White Belt Certificate)	1		■												
5-day process improvement event (DMAIC)	5			■											
Implementation planning, value stream mapping (VISIO), preparing presentation	2				■										
Implementation planning meeting, SCRUM, coaching on stand-up meetings	1				■										
Implementation coaching: standard work procedures/documentation/continuous improvement	1					■	■	■	■						
Ongoing coaching, additional training as needed	1.5									■	■	■	■	■	■
TOTAL:	12 days														