

DATES

Jan 13 – Official First Meeting. Week 1

May 19 – Last week. Week 19

We will not meet again until Jan 13.

GROUND RULES

1. No Discussion of Solutions until Step 5 (Week 11).
2. Keep **ALL** members informed of any new information or ideas.

We will come up with more as a group at the appropriate date.

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- Sign up and I will approve you.
- Read through the information already on the site.
- Check it before each meeting and at least once during the week.
- Use it to : 1. Ask for help. 2. Give help 3. Inform the group of new information or ideas you have. 4. Post your work. 5. Get the meeting agenda

QUESTIONS?

FINDING PROBLEMS

Finding theme candidates

The theme is the single problem we will attempt to solve. First we must come up with a list of candidate problems to choose from. We have until our **3rd official meeting** to compile the list.

- Post your problem ideas in the 'Candidate Problems' section of the forum.

You can use these questions to help you identify a problem:

- Does the number of workers match the workload?
- Is there a smooth continuous flow of work?
- Are there any bottlenecks?
- Is there any overburden or unnecessary effort?
- Is there any unevenness or inconsistencies in a process?
- Is there any kind of waste? Ex: waiting, overproduction, excess inventory, defects, unused talent
- Is the process mistake prone or error prone?

If you find a problem, try to think how the problem can be measured.

Think about what the ideal situation should be. (how things would be without the problem).

That will identify the 'gap' that needs to be improved.

Example problem areas (KPIs): Safety, Quality, Productivity, Cost, Morale, Environment