Value Stream Mapping Data Collection Form

Community Input Survey

Step No.	Work Area	Activities	Delays / Waits (Y / N)	Observed Time (min.)
1	Admin/Office	Decide who to mail the survey too	Y	3 months
2	"	Translate to Spanish and make copies	Y	1 month
3	"	Address Envolpes	Y	1 week
4	"	Prepare packages	Y	1 week
5	"	acquire self address paid postage	Y	1 week
6	mail room	mail surveys	N	1 hour
7	Admin/offices	wait to get back surveys in mail	Y	2 months
8	"	tally results	N	2 hours
9	"	present results	Y	3 weeks

Notes: