



KAIZEN EVENT DAY ONE AGENDA

INTRODUCE THE TEAM

KAIZEN OVERVIEW / EVENT COMPONENTS

CONFIRM GOAL/STARTING POINT/SCOPE/GOALS

IDENTIFY PROJECT MEASURES

REVIEW SUB-PROCESS MAP

SPEAK TO THOSE IN THE PROCESS

REVIEW WASTE

COMPLETE WASTE/VALUE ANALYSIS

IDENTIFY TOP AREAS OF WASTE

PRIORITIZE WHAT WE NEED TO FIX

WRAP UP

KAIZEN EVENT DAY 2 AGENDA

- **Overnight thoughts from the team**
- **Review and completion of waste value analysis**
- **Review and addition of identified waste utilizing the Cause and Effect Diagram**
- **Prioritization of process issues, 2x2 prioritization matrix**
- **Conduct root cause analysis on top prioritized issues**
- **Generation of solutions to root cause issues**
- **Wrap Up**

KAIZEN EVENT DAY 3 AGENDA

- **Overnight thoughts from the team**
- **Review of completed steps**
- **Completion of root cause analysis**
- **Continue to develop and complete sub-process map for future state**
- **Address and confirm solutions**
- **Validate solutions in future state**
- **Initiate development of identified future state tools for assistance**
- **Wrap Up**

KAIZEN EVENT DAY 4 AGENDA

- **Overnight thoughts from the group**
- **Review of daily agenda**
- **Continued creation of process tools and work aids, group discussion and modification as needed**
- **Validation of tools and work aids with users, testing**
- **Extract learning and adopt solutions**
- **Finalization of quantifiable measures for project**
- **Development of education and training plan**
- **Development of communication plan**
- **Wrap up**

KAIZEN EVENT DAY 5 AGENDA

- Review of overnight thoughts from team
- Review of goal statement, measures and scope
- Complete / finalize job aids
- Establish new process training materials
- Set new process training dates
- Review for close out meeting
- Close out meeting
- Wrap up with team

KAIZEN EVENT DAY 1 WRAP UP

- Introduction of team, review of roles.**
- Overview of Kaizen “rapid change” and event components including: working with others and utilization of question/suggestion “parking lot”**
- Confirmed goal statement: To reduce transactional cost of goods and services procured through the MyFloridaMarketPlaceSystem.**
- Confirmed Scope: Identification of need for supply or service to approval from State office.**
- Confirmed Measures: Reduce monthly cost per purchasing category by \$1500 per month. Reduce employee time by 20% on a monthly basis. Reduce number of submitted purchase requisitions by 20% per month.**
- Review, revision and completion of sub-process mapping.**
- Group discussion with program purchasers to identify variations in purchasing process, possible job aids and best practices.**
- Group review of forms of waste and identification of various process waste points and areas of variation.**