

LEAN TRANSFORMATION JOURNAL

Your Success Is Our #1 Priority



A product of J. Griffin Group, LLC



Lean Transformation Journal

Lean Transformation is a never ending journey that encompasses incremental changes that are continuously improved over time. Companies who chooses to embark on the Lean Transformation journey must know, understand, and commit to moving through the five stages to maturity. The five stages are:

- **Launch** - Departmental adopting of the Lean concepts through training and projects.
- **Early Success** - Initial project yielding results with great success.
- **Scale and Replication** - Other parts of the company is catching on and buying into the Lean Transformation journey.
- **Institutionalization** - Many parts of the company are allocating resources to projects and yielding positive financial impact to the company's bottom-line.
- **Culture Transformation** - Lean has become part of the DNA of the company and every employee from Senior Leadership down to Frontline staff has adopted and committed to continually look for opportunities to improve performance and processes.

Lean Practitioner choosing to use the Lean Transformation Journal will be provided with a structure approach that will allow them to record:

- **Major & minor milestones pertinent to the success of the transformation.**
- **Important notes that will help with future Lean projects.**
- **Tools used and lessons learned for future reference.**

The Lean Transformation Journal is a guide for every Lean Practitioner looking to help their company grow into a powerful Lean Organization.

Stage 1: Are You Ready?

Before a company can begin its Lean Transformation journey leaders and staff must be on the same page and moving towards the same goal.

Question 1: Does Senior Management completely buy into and are vested in the success of the Lean Transformation?

- Yes
- No

Question 2: What is driving the business to embark on this Lean Transformation journey?

Question 3: Define the value customers will receive once the Lean Transformation has been completed:

Question 4: How would the company benefit from this Lean Transformation?

Question 5: Who are the key stakeholders that would benefit from this Lean Transformation?

Question 6: Who and what are the dedicated resources allocated to complete the work?

Question 7: How long will it take to complete the Lean Transformation?

- 1 to 3 Years 4 to 5 Years 6 to 10 Years

Provide a brief explanation of why it will take the length of time chosen:

Question 8: What parameters are in place to prevent employees from being negatively impacted as a result of this Lean Transformation?

Stage 2: The Planning Phase:

The following roles must be identified before the Lean Transformation can begin.

Role	Name	Contact Information
Executive Sponsor:		
MBB/Lean Leader:		
Lean Consultant/Instructor:		
Black Belt/Project Leader:		
Process Owner(s):		
Core Project Team:		

Question 1: What problem is the Lean Transformation team trying to solve?

Question 2: How will the Lean Transformation team improve the actual work?

Question 3: Have the company identified a specific Lean Tool to use for this transformation?

- Yes
 No

**If the company has not selected a tool, please refer to the appendix for a list of Lean Tools.*

Stage 3: The main key to success when performing a Lean Transformation is having a structured approach to problem solving that is hardwired throughout the organization. We recommend using the A3 as your structured approach.

<p>Project Title:</p> <p>Team Leader:</p> <p>Team Members:</p>	<p>Action Plan:</p>
<p>Background: What problem are you trying to solve?</p>	<p>Results/Metrics:</p>
<p>Current Condition: Describe you current state. Graphs or diagrams are welcomed:</p>	
<p>Goal: Use the acronym SMART to determine you goal.</p>	<p>What are your next steps or follow-ups?</p>
<p>Problem Analysis: What is your understanding of the causes for the failure in the current condition?</p>	<p>What are your lessons learned?</p>

*Template provided in the Appendix section of the Journal.

Stage 4: The point of Lean Transformation is to complete incremental changes over a course of time. To move from planning to action, the project team must have deliverables, key milestones, and tasks. This journal was created to make this part of the process as easy as possible. For this to be a true practical approach to problem solving and rapid improvement event, we recommend you identify one deliverable with key milestones and tasks.

Deliverable: What is the project deliverable for this part of the Lean Transformation?

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Key Milestones: What are the Key Milestones to successfully meet the project deliverable?

KM #	Key Milestone Name	Description	Start Date	End Date

Project Tasks: What are the tasks assigned to each Key Milestone?

Key Milestones Name	Task #	Task Name	Task Description	Responsible	Start Date	End Date

*Template provided in the Appendix section of the Journal.

Stage 5: In Lean Transformation you will have issues that need to be resolved for the transformation to be successful. By scaling the transformation down into incremental rapid improvement events, the team can identify and address issues before they become problems. The below template was created to provide the team with a way to track and resolve potential issues. In addition, the team can use this tool as a lesson learned document for future rapid improvement events.

Issues Log: Identify Potential Issues, who is responsible to resolve the issue, and the date it needs to be completed.

Issue #	Description	Who is responsible?	Date Identified	Date Completed

*Template provided in the Appendix section of the Journal.

Additional Notes:

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Appendix

Project Title: Team Leader: Team Members:	Action Plan:
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Current Condition: Describe you current state. Graphs or diagrams are welcomed:	
Goal: Use the acronym SMART to determine you goal.	What are your next steps or follow-ups?
Problem Analysis: What is your understanding of the causes for the failure in the current condition?	What are your lessons learned?

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J. Griffin Group, LLC is a professional training and consulting company. The goal of our company is to provide quality training, coaching and consulting services for clients looking to transform their company into a high performing organization. J Griffin Group is comprised of two divisions, Quality Management & Leadership Academy & J. Griffin Consulting Group.