



Checklist Three day Value Stream Course (Page 1 of 3)

- ❑ All 3 days we will need a big, well-lighted, well-ventilated room with tables and U-shaped seating, the room should be located close to the value stream processes we will analyze during the 3 days. The selected value stream should include all processes from „door to door“. Please inform your employees and works council in advance about the planned activities. The workshop starts at 8:30 on all 3 days, will finish at 18:00 on day 1 and 2 and at 17:00 on day 3. Mr. Aulinger will arrive at 7:30 on day 1 to finish preparations.
 - ❑ Please ask each participant to bring with him the folder handed out during the first Kata Courses
 - ❑ Print out the Value Stream Documentation for each participant(download from verbesserungskata.de/vsm)
 - ❑ 1 beamer (ideally hanging from the ceiling!)
 - ❑ 2 flipcharts with enough new flipchartpaper
 - ❑ 4 pinnboards (without brown paper)
 - ❑ Name tags from last course or 50 white, rectangular moderation cards
 - ❑ 1 pencil per participant, 4 pencil sharpeners, 10 erasers
 - ❑ 100 DIN-A3 sheets of paper
 - ❑ 5 adhesive tapes, 4 scissors
 - ❑ 1 clipboard per participant
 - ❑ 1 flipchart pen black with **wide chisel tip** per person (e.g. Edding 383)
 - ❑ 1 flipchart pen red with **wide chisel tip** per person (e.g. Edding 383)
 - ❑ Food (drinks, pretzels or similar) during morning and afternoon breaks
 - ❑ 1 stop watch or smartphone with stop watch function per participant
 - ❑ For the coaching exercises on the shopfloor we will need a set of head-sets (one headphone per person) and one microphone (available during all 3 workshop days!)
- Note:** please make sure to test and connect the devices for loading the day before!*
- ❑ 1 computer with internet and a color printer connected in order to print forms when needed
 - ❑ 4 laptops with Excel Target Condition Calculator installed (Download [here](#))
 - ❑ 1 pair of safety shoes  per person if needed
 - ❑ WIFI-Access  for Mr. Aulinger's Laptop (Username, Password needed?)



The following forms should be printed **in color** (you can find them here www.verbesserungskata.de/katacourse):

☐ 2- Coaching Instructions, 20 copies

Die 5 Fragen

1. Was ist der Unterschied zwischen Prozess? und Produkt?
2. Was ist der aktuellste Stand des Prozesses?
3. Was ist der Status des Prozesses?
4. Was ist der Status des Produkts?
5. Was ist der Status des Projekts?

1. Was ist der Unterschied zwischen Prozess? und Produkt?

Prozess ist die Abfolge von Schritten, die zur Erreichung eines Ziels führen. Produkt ist das Ergebnis des Prozesses.

2. Was ist der aktuellste Stand des Prozesses?

Der Prozess ist im Moment in der Phase der Planung.

3. Was ist der Status des Prozesses?

Der Prozess ist im Moment in der Phase der Planung.

4. Was ist der Status des Produkts?

Das Produkt ist im Moment in der Phase der Planung.

5. Was ist der Status des Projekts?

Das Projekt ist im Moment in der Phase der Planung.

COACHING KATA

1. Was ist der Unterschied zwischen Prozess? und Produkt?
2. Was ist der Status des Prozesses?
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2. Was ist der Status des Prozesses?

Der Prozess ist im Moment in der Phase der Planung.

3. Was ist der Status des Produkts?

Das Produkt ist im Moment in der Phase der Planung.

4. Was ist der Status des Projekts?

Das Projekt ist im Moment in der Phase der Planung.

5. Was ist der Status des Projekts?

Das Projekt ist im Moment in der Phase der Planung.

☐ 4- Target-Form, 20 copies

[illegible]

☐ PA1-Sketch of the line, 20 copies

[illegible]

☐ 7- Coaching-Beobachtungsblatt, 20 copies

[illegible]

☐ 5- Target Achievement , 20 copies

☐ PA2-Process stability chart, 20 copies

[illegible]

☐ Coaching Board Tags, 5 copies

The diagram illustrates a sequence of four coaching sessions, each represented by an orange box labeled 'Coaching-Tafel'. Each box contains a 'Prozess:' label followed by a blank line for notes. The boxes are stacked vertically, with dashed lines separating them, indicating a continuous process over time.

☐ 6- Coaching Sheet, 10 copies

[illegible]

☐ PA4-Process Steps Analysis, 20 copies

100 Prozent abgedeckt		Prozent	<input type="checkbox"/> nicht genutzt <input checked="" type="checkbox"/> abgedeckt für ...	Prozent abgedeckt für	
Nr.	Wichtigste Kundenanforderung	Benennung	Leist. 100%	Leist. 50%	Leist. 25%
1			100%	100%	100%
2					
3					
4					
5					
6					
7					
8					
9					
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11					
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99					
100					

Das Diagramm zeigt die Abdeckung der Kundenanforderungen durch die Produkte. Die Spaltenüberschriften sind: Nr., Wichtigste Kundenanforderung, Benennung, Leist. 100%, Leist. 50%, Leist. 25%.

Checklist Product Family Information Table (Page 3 of 3)

Define your product family by finding shared production processes and machines creating an Excel-Sheet like this:

		Assembly Steps & Equipment							
		1	2	3	4	5	6	7	8
PRODUCTS	A	X	X	X		X	X		
	B	X	X	X	X	X	X		
	C	X	X	X		X	X	X	
	D		X	X	X			X	X
	E		X	X	X			X	X
	F	X		X		X	X	X	
	G	X		X		X	X	X	

A product family usually consists of a group of many different types of products. This products don't even need to be similar. They just share common process steps and machines. To find out your product families you might use the data sort function in Excel to find products with the highest process overlapping in your factory.

The Table should include the following information:

- Denomination of the value stream for the selected product family
- Denomination of every single process involved from receiving door to dispatching door
- Are the processes involved dedicated or shared with products from other product families? How much percent?
- Total number of different types included in your selected product family (this could be a large number)
- Demand per type per month and total demand for complete family

Additional information:

- How many value streams do you have in your factory besides of the one we will be analysing?
- How much percent of your total turnover comes from each of the value streams in your plant?

If possible, please bring a print-out of your finished table to the workshop

