



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.**

KAIZEN EVENT DAY 2 WRAP UP

- Review of overnight thoughts from team
- Review of goal statement, measures and scope
- Completion of waste value analysis, identification of top areas of waste 1- approval process in MFMP, 2- process of obtaining a quote.
- Identification of issues/problems in process, completion of cause and effect diagram to identify possible additional issues/problems related to environment/measures/technology.
- Prioritize issues/problems by frequency and impact to the process.
- Complete root cause analysis on top issues/problems that were identify to have high frequency and high impact on the process including, lack of structures process to obtain a quote, no list of preferred vendors/state term contract items and redundancy in approval flow.
- Future state started for sub-process map
- Wrap Up

KAIZEN EVENT DAY 3 WRAP UP

- **Reviewed overnight thoughts from the team, parking lot items and event ground rules**
- **Review of current state process map**
- **Completion of root cause analysis with identification of top areas contributing to waste and why.**
- **Completion of sub-process mapping with inclusion of suggested problem solutions and waste reduction methods.**
- **Review of 2x2 problem matrix to ensure top priorities ranked as either a 1 or 2 were addressed within new process map.**
- **Discussion with process users on areas of change/concern and support. List developed of user questions and change requests.**
- **Initiation of the development of process assistance tools including updated purchase request form and list of preferred vendors.**
- **Review of project goals, review and modification of project measures to ensure future follow up.**
- **Generation of future steps lists, items to be completed after event, possible changes in the future.**
- **Review and wrap up**

KAIZEN EVENT DAY 4 WRAP UP

- **Review of teams overnight thoughts.**
- **Review of project goal and current status, review of daily goals to be accomplished.**
- **Continued creation of identified HIGH and MEDIUM priority level job aids including preferred vendor list, purchase request form, state term contract items, BPO's.**
- **Validation of job aids through the assistance of supervisors and requestors. Modifications made per suggestions provided.**
- **Updated project status template to address current and future needs.**
- **Completed measures to support collection of data and validate project status.**
- **Identify and assign team member duties regarding the presentation of the project close out.**
- **Review of education plan needs and possible dates for training.**
- **Wrap up. Day positives: many tasks completed, good communication, Day areas for improvement: ensure more testers for future projects.**

KAIZEN EVENT DAY 5 WRAP UP

- Review of overnight thoughts from team
- Reviewed and confirmed goal statement and established measures for project.
- Completed identified job aids. Reviewed, adjusted and finalized.
- Reviewed open priority list, completed all high/medium level issues. Set anticipated completion dates for remaining items. Long term items (no set start date) identified to review and will be held on priority list until resolved.
- Team reviewed educational materials and training set up for new process. Established training dates and times for requestors and supervisors. Developed agenda for training and established training roles.
- Team reviewed close out meeting set up, roles and reporting responsibilities. Team practiced presentation and ensured room set up and information materials available to participants.
- Team completed close out meeting to participating supervisors. Completed question/answer section and developed a list of suggestions/ideas for future project changes.
- Team wrap up, review of the week and clean-up of utilized resources.