

User guide

# HOW TO USE THIS BOOK



# EXPERIENCES INDEX

THE LEAN PLAYBOOK



BLOCKS	VALUE FOR CUSTOMERS	WASTE REMOVAL	PEOPLE EMPOWERMENT & CONTINUOUS IMPROVEMENT
<p><b>INTRODUCING YOUR LEAN INITIATIVE IN YOUR ORGANIZATION</b></p>	<p><b>1. INTRODUCING LEAN IN AN ORGANIZATION</b>  <b>2. CHOOSING THE RIGHT STRATEGY</b></p>		
<p><b>LEAN AS A CONTINUOUS IMPROVEMENT CULTURE</b></p>	<p><b>3. VOICE OF CUSTOMER</b>  <b>4. LEAN GAMES</b></p>	<p><b>5. VISUAL MANAGEMENT</b>  <b>6. FLOW AND PULL</b></p>	<p><b>7. TEAM BAROMETER</b>  <b>8. CONTINUOUS IMPROVEMENT BOARD</b></p>
<p><b>LEAN AS AN EFFICIENCY LEVER</b></p>	<p><b>9. KPI TREE</b></p>	<p><b>10. VALUE STREAM MAPPING</b>  <b>11. EARNING CAPACITY ANALYSIS</b></p>	<p><b>12. TEAM RACI</b>  <b>13. KAIZEN, DMAIC &amp; SMART OBJECTIVES</b></p>
<p><b>MAKING LEAN SUSTAINABLE AND KEEPING THE MOMENTUM</b></p>	<p><b>14. THE OBEYA ROOM</b>  <b>15. MAKING LEAN SUSTAINABLE</b></p>		

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SIMPLE STEPS TO GET THE MOST OUT OF THIS BOOK



## Create your own Lean journey

Dear reader, in case you are thinking on reading this book like a novel, you should take the following points into consideration:

- ✓ It might be disappointing, but there is no love story in this book. In fact, there is no story at all. This book was meant to be a collection of experiences. So you can read the chapters in it in the order you want.
- ✓ This is a book designed to give you some answers. But first, you will need to discover what your questions are:
  - Have you heard anything about Lean or are you wondering how to introduce it in your organization?
  - Are you wondering how Lean can help you making your organization more efficient?
  - Are you interested in using the tools in this book to give more value for your customers? Or is your concern increasing your team's motivation towards their work?
  - Is your organization already undertaking a Lean transformation and do you want to avoid losing the momentum?
- ✓ We would like you to think of this book as a reference on your desktop and to use it whenever you are struck by any trouble related to the Lean philosophy or you have doubts on Lean can help you overcome some organizational issues.



# HOW TO USE THIS BOOK

PATHS YOU MIGHT TO CONSIDER, ACCORDING TO RESULTS YOU WOULD LIKE TO ACHIEVE



I want to...

