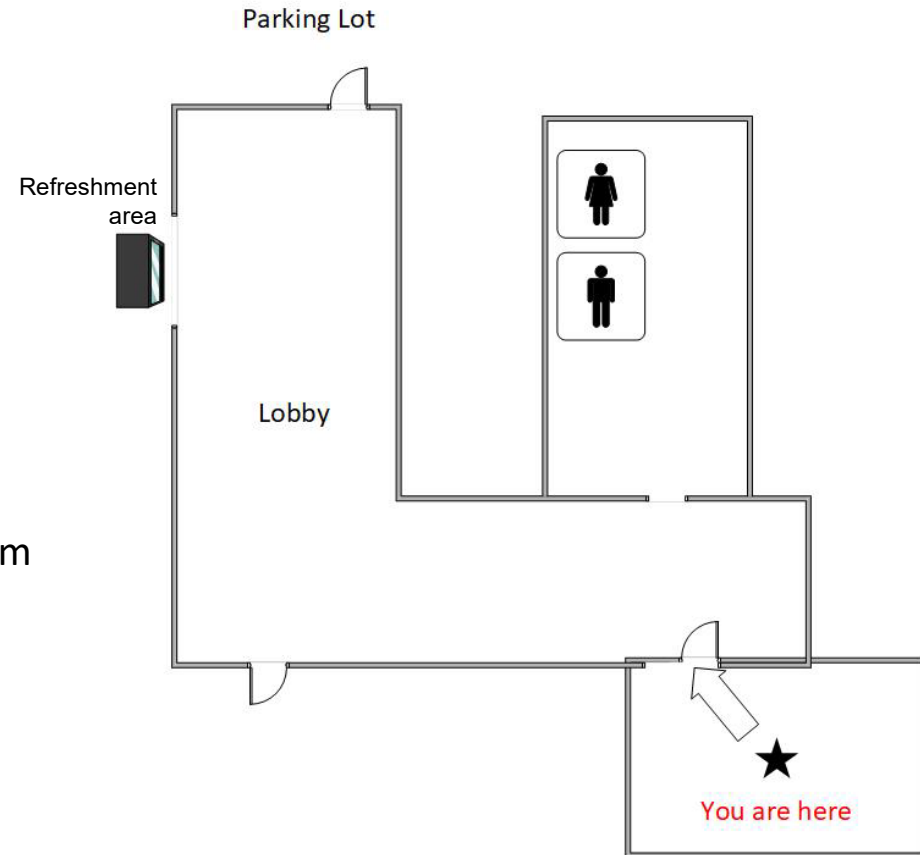


# USMC Lean Six Sigma Yellow Belt Training



# Administration

- Starting / ending times
- Restrooms
- Refreshments
- In case of fire muster at:
- Lunch / Breaks
  - Respect our time together – return from breaks/lunch on time.
  - Phones / electronics off or on vibrate.
  - Handle outside business on breaks.
- Parking Lot
- Terminology Sheet



# Administration

## Downloads

Student Guide information can be downloaded from our website: <https://www.quantico.marines.mil/Offices-Staff/G-7-Performance-and-External-Affairs/Continuous-Process-Improvement-CPI-Lean-Six-Sigma>

- Student Guides
- Terminology Sheet
- Unit Training Manager Walkthrough
- 5s Project Examples



# Course Agenda

- Introduction
- Lean Six Sigma Module
  - ✓ Define
  - ✓ Measure
  - ✓ Analyze
  - ✓ Improve
  - ✓ Control
- Wrap-Up



# Introductions



1. What is your name?
2. Where do you work?
3. What task I perform that is much harder than it should be?

# Course Goals

***At the end of this course you will be able to:***

1. Advance the culture of Continuous Process Improvement (CPI).
2. Understand CPI tools.
3. Be an effective Team Member on CPI Events.



# Learning Objectives

***At the end of this lesson you will be able to:***

- Understand the barriers against change
- Be familiar with the objectives, tasks and deliverables for each phase of the Define, Measure, Analyze, Improve and Control (DMAIC) framework.
- Understand how the DMAIC framework is used to address process improvements.
- Understand the basic principles of Lean Thinking.
- Be prepared to apply some of the most commonly used DMAIC tools as a team member on a Rapid Improvement Event (RIE) or project.



# Why Use CPI?

**“There are four purposes for continuous process improvement: easier, better, faster, cheaper – and they appear in that order of priority.” – Shigeo Shingo**

- 1. Easier** – Reduce frustrations for employees, work smarter; not harder.
- 2. Better** – Make a process more efficient/effective, improve quality.
- 3. Faster** – Reduce lead time to fulfill customer demand.
- 4. Cheaper** – Reduce cost to customer.



# What Can Lean Six Sigma Do for Me?

- ✓ Recognize areas for tremendous improvement in your workplace setting.
- ✓ Identify and begin to eliminate waste in your job.



# Journey to Effective Learning

**“Fear makes the wolf bigger than he is.”  
– German Proverb**

- ✓ Function as a team. Everyone participates with equal voice.
- ✓ Ask Questions!!
- ✓ Relate concepts learned to your processes.
- ✓ **Have fun!**



# Change Management

**“It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.” – Charles Darwin**

## Purpose of Change Management

Improve the effectiveness and efficiency of the organization through:

- Continuous Process Improvement (CPI)
- Continuous quest for excellence.

## Change Principles

- **Change is continuously occurring.**
- A Process is required to manage change.



# Change Management Barriers

## What stops change?

- Empire building
- Excuses / scapegoats
- **Change resistance (Fear)**
- Culture of privacy (keeping quiet about problems)
- Politics and bureaucracy
- **Authoritarian, autocratic management**
- **Little to no employee empowerment**



Change within organizations can not be successful if the culture does not embrace the changes

# Success Factors for Change

## Building a Culture of Change with a systematic approach to:

- **Change Management:** starts with the culture of the organization, not a stand alone project.
- **Communication:** what is being worked, and who is responsible for it.
- **Metrics:** ensure that everyone knows what performance measures matter and if progress is being made.
- **Accountability:** ensures that the right actions are rewarded and the wrong actions (or inaction) are identified and corrected.



Organizations need a process to manage change.  
Lean Six Sigma is the vehicle for change management!

# Change Management & CPI / LSS

For successful organizational change, attention should be given to both:

## Process Side

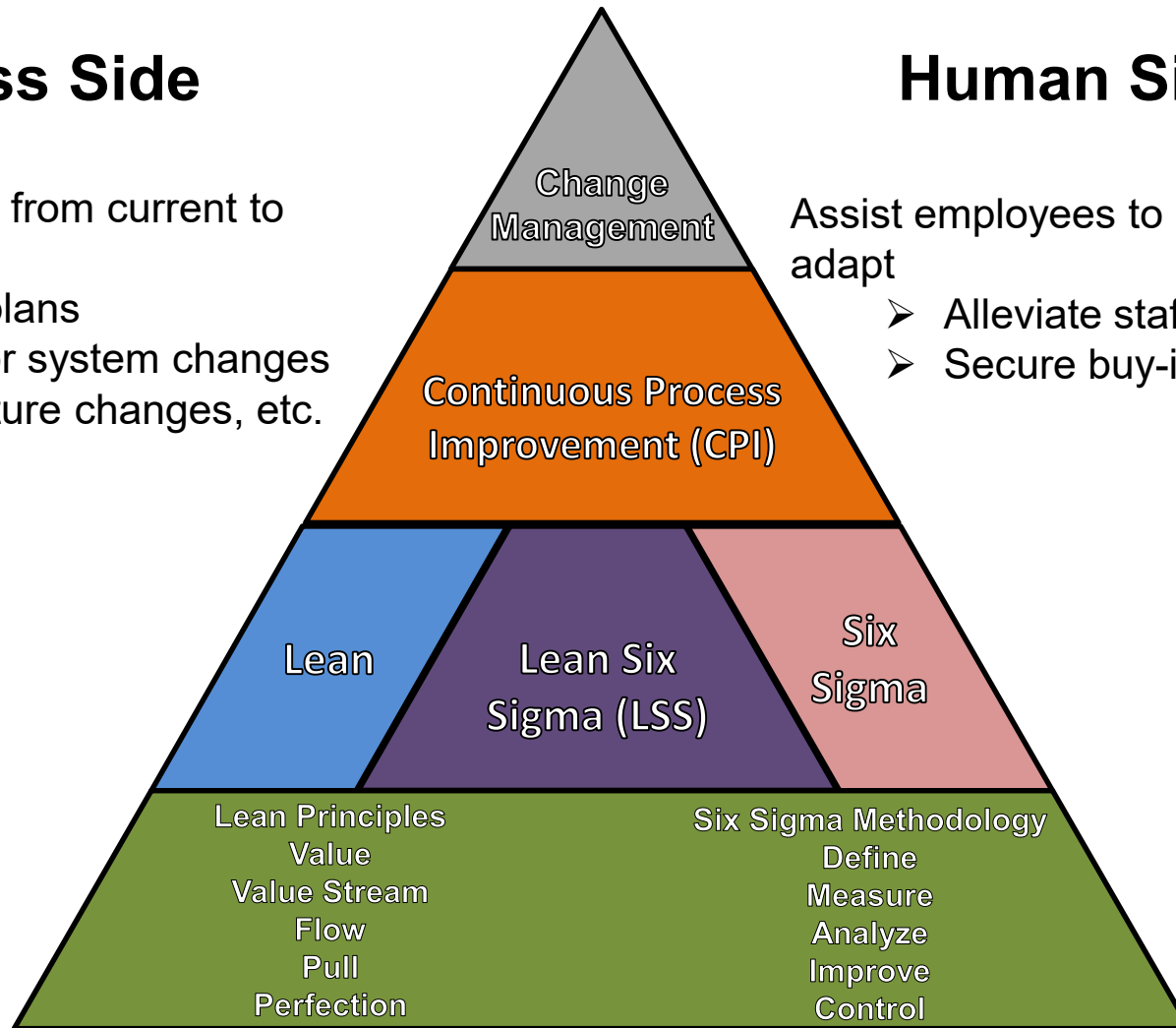
Activities to move from current to future state

- Develop plans
- Process or system changes
- Infrastructure changes, etc.

## Human Side

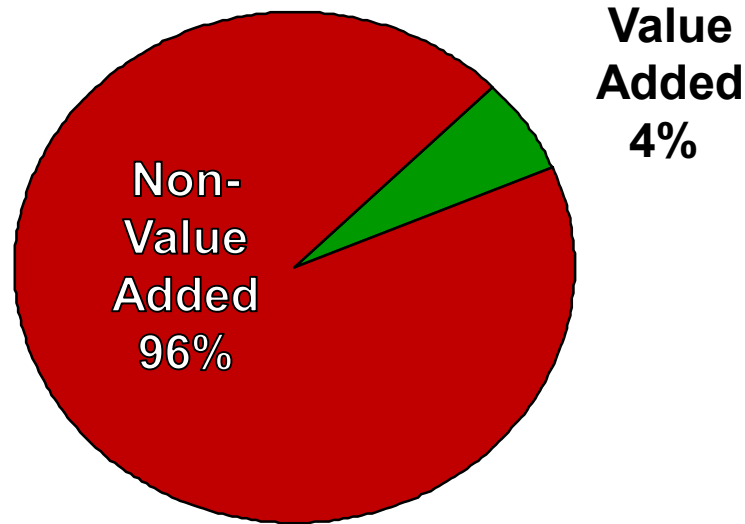
Assist employees to understand and adapt

- Alleviate staff resistance
- Secure buy-in

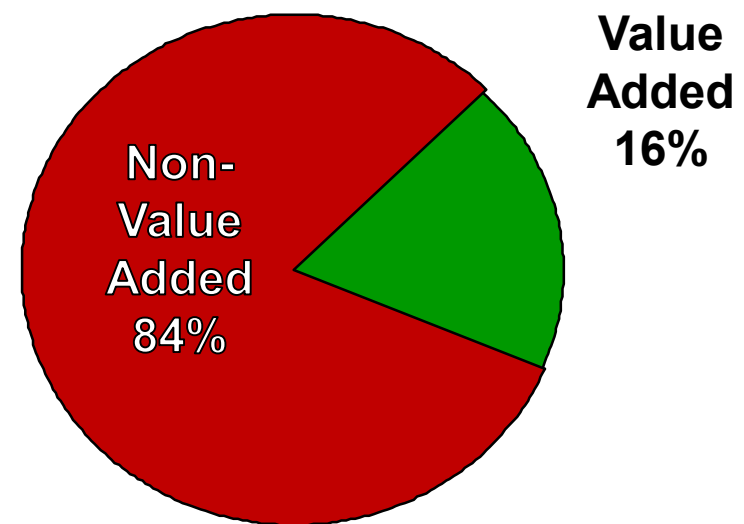


# Change in Focus

**“It is not necessary to change. Survival is not mandatory.” - Edward Deming**



**Before CPI**



**After CPI**

# What is Lean?

## Tools and Methodology to:



**Eliminate Waste**

**WAR  
ON  
WASTE!**



**Improve Flow**

**By using:**

**Just-in-Time**

**Batch Reduction**

**Pull/Kanban**

**Standard  
Work**

**Value Stream  
Mapping**



**Lean Toolbox**

**Set Up  
Reduction**

**Poka-Yoke**

**Visual Controls**

**6S**

**Cellular Flow**





# What is Six Sigma?

## Tools and Methodology to:



**Eliminate Defects**

**WAR  
ON  
VARIATION!**



**Reduce Variation**

**By using:**

**Measurement Systems  
Analysis**

**Pareto Charts**

**DMAIC**

**Statistical  
Process Control**

**Value Stream  
Mapping**



**Six Sigma  
Toolbox**

**Analysis of  
Variance**

**Histograms**

**Control Charts**

**Voice of the  
Customer**

**Cause and Effect  
Diagrams**

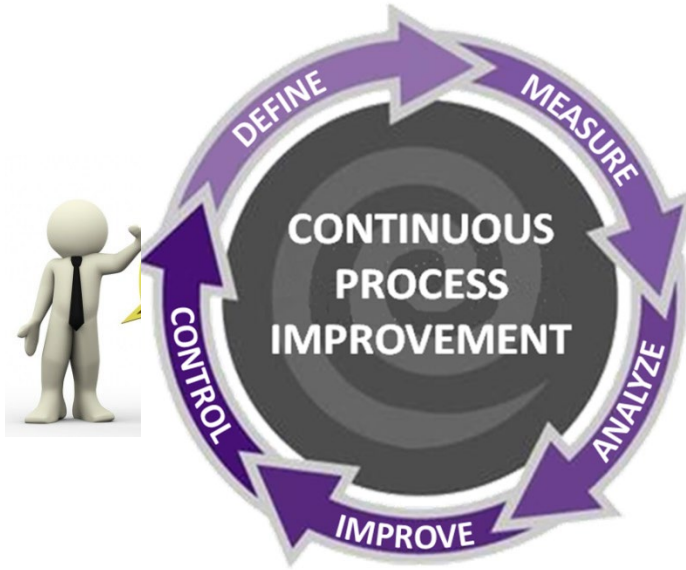


# Lean Six Sigma Defined



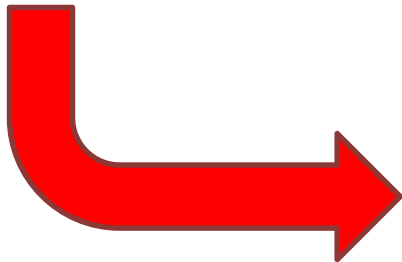
Lean

**Eliminate Waste**  
**Improve Flow**

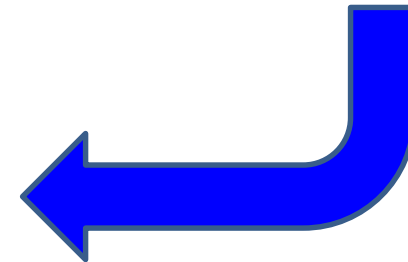


Six Sigma

**Reduce Variation**  
**Eliminate Defects**



Lean Six Sigma



**Together providing the customer with the best possible  
Value in Quality, Cost and Time**

# History of Lean and Six Sigma

- **Henry Ford**: Continuous Improvement; reduce waste; improve flow; and improve value.
- **Toyota Production System (TPS)**: Developed Lean by focusing on People, Quality, and Efficiency; Mistake proofing, reduced set-ups.
- **Mikel Harry**: Took Six Sigma from Motorola to Allied Signal and GE.
- **Jack Welch**: Utilized Six Sigma to eliminate variation from lean business operations to drive gains in productivity and financial performance for GE.
- **Maytag**: Lean & Six Sigma integrated. Quality so good, the repairman has nothing to do.



# DMAIC Methodology

Define

➤ **IDENTIFY OPPORTUNITY**



Tollgate Review

Measure

➤ **DESCRIBE AS-IS CONDITION**



Tollgate Review

Analyze

➤ **IDENTIFY KEY CAUSES**



Tollgate Review

Improve

➤ **PROPOSE & IMPLEMENT SOLUTIONS**



Tollgate Review

Control

➤ **SUSTAIN THE GAIN**



Tollgate Review

Validate & Replicate Changes



# DMAIC Improvement Process Road Map



**Define**



**Measure**



**Analyze**



**Improve**



**Control**

## Activities

- Review Project Charter
- Validate Problem Statement and Goals
- Validate Voice of the Customer and Voice of the Business
- Validate Financial Benefits
- Validate High-Level Value Stream Map and Scope
- Create Communication Plan
- Select and Launch Team
- Develop Project Schedule
- Complete Define Gate

- Value Stream Map for Deeper Understanding and Focus
- Identify Key Input, Process and Output Metrics
- Develop Operational Definitions
- Develop Data Collection Plan
- Validate Measurement System
- Collect Baseline Data
- Determine Process Capability
- Complete Measure Gate

- Identify Potential Root Causes
- Reduce List of Potential Root Causes
- Confirm Root Cause to Output Relationship
- Estimate Impact of Root Causes on Key Outputs
- Prioritize Root Causes
- Complete Analyze Gate

- Develop Potential Solutions
- Evaluate, Select, and Optimize Best Solutions
- Develop 'To-Be' Value Stream Map(s)
- Develop and Implement Pilot Solution
- Confirm Attainment of Project Goals
- Develop Full Scale Implementation Plan
- Complete Improve Gate

- Implement Mistake Proofing
- Develop SOP's, Training Plan and Process Controls
- Implement Solution and Ongoing Process Measurements
- Identify Project Replication Opportunities
- Complete Control Gate
- Transition Project to Process Owner

## Tools

- Project Charter
- Voice of the Customer and Kano Analysis
- SIPOC Map
- Project Valuation / ROIC Analysis Tools
- RACI and Quad Charts
- Stakeholder Analysis
- Communication Plan
- Effective Meeting Tools
- Inquiry and Advocacy Skills
- Time Lines, Milestones, and Gantt Charting
- Pareto Analysis
- Belbin Analysis

- Value Stream Mapping
- Value of Speed (Process Cycle Efficiency / Little's Law)
- Operational Definitions
- Data Collection Plan
- Statistical Sampling
- Measurement System Analysis (MSA)
- Gage R&R
- Kappa Studies
- Control Charts
- Histograms
- Normality Test
- Process Capability Analysis

- Process Constraint ID and Takt Time Analysis
- Cause and Effect Analysis
- FMEA
- Hypothesis Tests/Conf. Intervals
- Simple and Multiple Regression
- ANOVA
- Components of Variation
- Conquering Product and Process Complexity
- Queuing Theory

RIE/Kaizen, 5S, Value Analysis, Generic Pull Systems, Four Step Rapid Setup Method

- Replenishment Pull/Kanban
- Stocking Strategy
- Process Flow Improvement
- Process Balancing
- Analytical Batch Sizing
- Total Productive Maintenance
- Design of Experiments (DOE)
- Solution Selection Matrix
- Piloting and Simulation

- Mistake-Proofing/ Zero Defects
- Standard Operating Procedures (SOP's)
- Process Control Plans
- Visual Process Control Tools
- Statistical Process Controls (SPC)
- Solution Replication
- Project Transition Model
- Team Feedback Session

Identify and Implement Quick Improvements

# Project Management Constraints

## Triple Constraints of Projects

- Quality (Better)
  - ✓ Clear and Specific
- Time (Faster)
  - ✓ Amount of time to complete process tasks
- Cost (Cheaper)
  - ✓ Money and Effort
- Prioritizing Constraints
  - ✓ Should be based on the view of the customer.



# Critical Elements for CPI Implementation

- **Leadership commitment.**
- Improvement events aligned with the organizational strategy, objectives and customer requirements.
- **Be Open-Minded**
- Program training & support.
- Sharing information and knowledge.
- **Learn by doing, with use comes comfort.**



# Team Member Responsibilities

## As a Yellow Belt you're expected to:

- ✓ Act as an change agent for the organization you're a member of and not yourself.
- ✓ Participate in CPI events.
- ✓ Become familiar with the basic CPI and Lean Six Sigma tools.
- ✓ Assist in project reviews.
- ✓ Function in teams between 2 and 8 members





# MCINCR-MCBQ Command Level Infrastructure



Leaders

- Owns vision, direction, integration, business results.
- **Leads change, provide strategic direction.**
- **Coordinates implementation of CPI efforts.**
- Communicates standards and guidelines.
- Develops supporting implementation plans.
- Coordinate / oversee Toll Gate Review Meetings, go/no go.
- Provide support & help remove barriers to success.
- Implement improvement solutions & sustain results.
- 1 Day of Training.



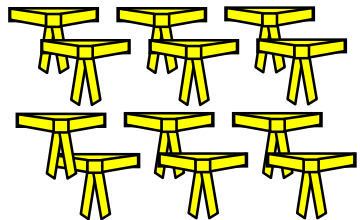
Black Belts (BB)  
Master Black Belts (MBB)

- **Lead Complex projects.**
- “Go To” subject matter experts.
- Transition results ownership and improvement solution to Sponsor.
- Mentors lower level belts.
- 5 Weeks of Training.



Green Belts

- **Focus on Rapid Improvement Events.**
- May participate on Black Belt teams.
- Close to business process.
- May assist Project Sponsor in implementing improvement solution.
- 1 Week of Training.



Yellow Belts

- **Team members who assist in executing projects/RIEs**
- Collect data.
- Sustain results.
- Leverage/replicate opportunities.
- 1 day of Training.

# Where Can I Use Lean Six Sigma?

- **Administration**
- **Information Systems**
- **Equipment Maintenance**
- **Services**
- **Logistics**
- **Food and Drug**



Customers are experiencing any:

- **Defects**
- **Mistakes/Errors**
- **Delays**
- **Slowness of service**



# Lean Six Sigma Delivers Results

## MCINCR-MCBQ G-7 Support Agreements

### Agreement Managers

### Agreements/Year



Before Lean Six Sigma

Finalized

10

With Lean Six Sigma



Finalized

55

# Lean Six Sigma Delivers Results

MCINCR-MCBQ G-7 Support Agreements



**50% staff**

**AND**



**450% Productivity**

**HOW?**

- Enabled us to work through a difficult process
- Created systematic way for us to achieve our objectives.
- **End result: Doing more with less people, allowed us to hire an additional person for our CPI section!**



# What questions do you have so far?



# Define Phase



# Define Phase

## Objectives:

- Identify what adds value to the process from both the business and customer perspective.
- Develop the business processes, define the critical customer requirements.

## Activities:

- Create a project charter.
- Assemble a project team.
- Develop high-level process map.
- Communication Plan.
- Leadership approval (Review).

# Types of Improvement Opportunities

Name	Duration	Scope of Change	Size of Team	Time to Implement
<b>Just Do It</b>	1 – 2 Days	Solution ready to implement – problem well defined	Project Sponsor	Immediate
<b>Kaizen / Rapid Improvement Event (RIE)</b>	3 – 5 Days	Short term, high intensity effort to address a specific problem	4 – 12 (Full-Time During Event)	Immediate to Short Term
<b>Project</b>	3 – 6 Months	Complex problem, no apparent root cause	3 – 15 (Part-Time)	Mid to Long Term



# Voice of the Customer (VOC)

VOC is obtained as part of the Define and Measure phase.

You must:

- Identify all customers.
- Prioritize customers.
- Gather the Voice of the Customer.
- Translate customer wants into critical customer requirements and prioritize them.



Capturing Voice of Customer is one of the critical elements of the methodology – understanding what requirements must be satisfied

**Your Customer defines your success!**

# Translating VOC into Customer Requirements

## Customer requirements must:

- Relate directly to the process of producing a service or product.
- Be measurable and specific.
- Cannot be vague and incomplete.
- Not be biased toward a particular solution or approach.

## Example:

- Customer comment:
  - “We are unable to depend on delivery time when we need to get our parts”
- Customers Key Issue:
  - There is too much variation in delivery days, and the delivery must fit within a specific window of time.
- Customer requirement:
  - Delivery products no earlier than three days and no greater than five days from the date of the confirmed order.



# SIPOC

- A process snapshot that captures information to a project.
- SIPOC stands for:

*Suppliers*

*Inputs*

*Process*

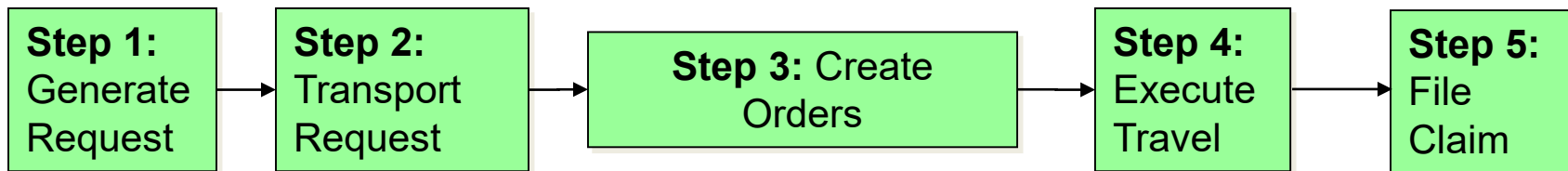
*Outputs*

*Customers*

# SIPOC Example: Streamlining a Travel Request




<i><b>Suppliers</b></i>	<i><b>Inputs</b></i>	<i><b>Process</b></i>	<i><b>Outputs</b></i>	<i><b>Customers</b></i>
<ul style="list-style-type: none"><li>• Traveler</li><li>• Unit Rep</li><li>• HQMC</li><li>• TECOM</li></ul>	<ul style="list-style-type: none"><li>• Destination</li><li>• Transportation Mode(s)</li><li>• Job Order Number</li><li>• Travel Dates</li></ul>	<ul style="list-style-type: none"><li>• See Below</li></ul>	<ul style="list-style-type: none"><li>• Travel Orders</li><li>• Advances</li><li>• E-Tickets</li><li>• Emails</li><li>• Itinerary</li><li>• Claim Forms</li></ul>	<ul style="list-style-type: none"><li>• Traveler</li><li>• DTS</li><li>• TECOM</li><li>• Business Office</li></ul>



# Project Charter

- The team's commencement document.
- Defines the team's project plan and mission.
- Covers 3 critical elements:
  - Problem / Opportunity Statements
  - Goal Statements
  - Scope Statements
- Living documents that are subject to change.

		Project Charter [Enter Project Name]	Date Initiated: Revision Date:
<b>1. Project Information</b>			
Project Champion:	Project <input type="checkbox"/>	Just Do It <input type="checkbox"/>	
	RIE <input checked="" type="checkbox"/>	Other <input type="checkbox"/>	
Project Sponsor:	Value Stream/HICVS:		
Estimated Start Date:	Project CPIMS ID #:		
Estimated End Date:	Parent Project CPIMS ID #:		
<b>2. Problem Statement</b>			
<b>2. RIE Goal Statement</b>			
<b>4. Project Scope</b>			
(in Scope)		(out of scope)	
<b>5. Team Members</b>			
Name	Role	Organization/Signature	
<b>6. Approvals/Signatures</b>			
Role/Name	Signature	Date	
Black Belt:			
Green Belt:			
Project Sponsor:			
Project Champion:			

# Opportunity / Problem Statements

- Improvement opportunity / problem statements should provide the following information:

WHAT

WHERE

WHEN

EXTENT

IMPACT

- Goal Statements should follow the SMART criteria:

SPECIFIC

MEASURABLE

ACHIEVABLE

REALISTIC

TIME  
BOUND

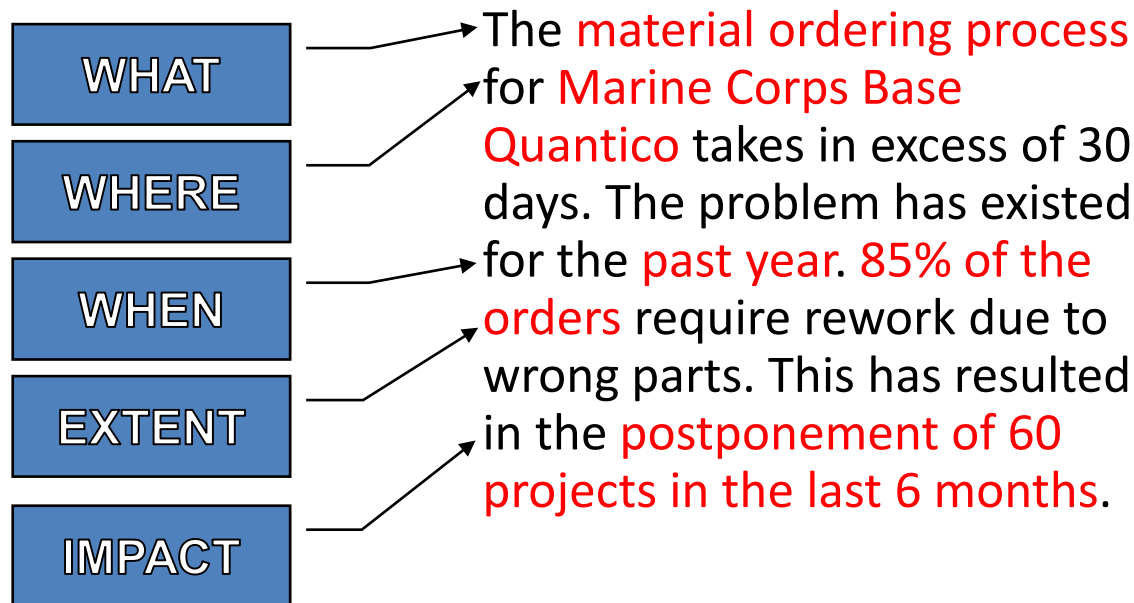
- Scope Statements should provide awareness of specific boundaries of your improvement opportunity (Defined by SIPOC).

# Examples of Opportunity or Problem Statement

## Example of a bad opportunity or problem statement.

It takes too long to process a material order form and wrong parts are ordered.

## Example of a better opportunity or problem statement.



# Communication Plan

## Effective Communications

**Must have the following characteristics:**

- **Simple and understood by all.**
- **A consistent formal process.**
- **Contain current information.**
- **Have a feedback loop built into the process.**

Audience	Media	Purpose	Topics of Discussion	Owner	Frequency	Notes/Status
Affected Functional Managers	Briefing E-mail	Support/ Remove Barriers	Team Status Expected Outcomes	Team Leader, Green Belt	Weekly	
Project Sponsor	Briefing	Buy-in Solicit Feedback	Support Needed Status	Team Leader, Green Belt	Monthly	





# What questions do you have so far?



# Measure Phase



# Measure Phase

## Objectives:

- Identify critical measurements.
- Understand the data calculations.

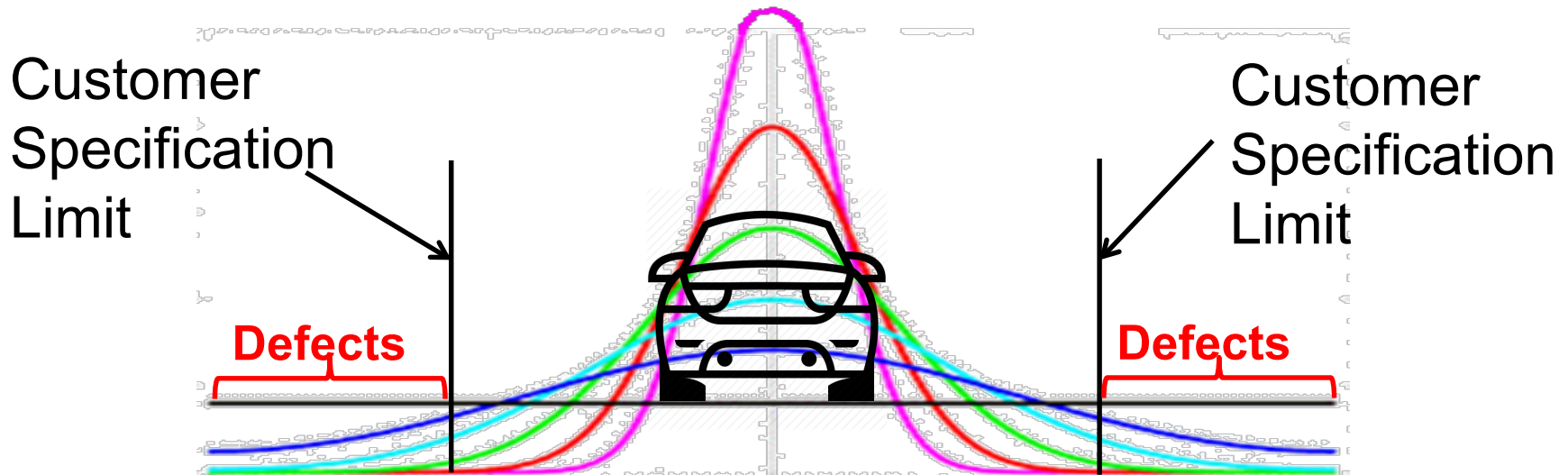
## Activities:

- Map process and identify inputs and Outputs.
- Establish Measurement plan.
- Collect baseline performance data.
- Validate measurement system.
- Leadership approval (Review).



# Understanding Variation

- **Common Cause Variation** (inherent) is always present in a process.
  - A process that exhibits only common cause variation is a **stable** process.
  - A stable process is **predictable**.
- **Special Cause Variation** (assignable) is some unusual, uncommon event.
  - A process that exhibits special cause variation is an **unstable** process.
  - An unstable process is **unpredictable**.



# Data Types

**Da•ta** (Da' tä, Dä'tä) *pl n. (singular or plural in number)* – Information, usually organized for analysis.

## Variable Data

- Data that could be measured on an infinitely divisible scale or continuum. There are no gaps between possible values.
- Examples:
  - Tire pressure (lbs/sq.in.)
  - Cycle Time (minutes)
  - Speed (mph)
  - Length (inches)
  - Response time (milliseconds)

## Attribute Data

- Discrete data measures attributes, qualitative conditions, and counts. There are gaps between possible values.
- Examples:
  - # defects per unit
  - PO's placed per day
  - Number of calls on hold per hour
  - Shoe Size
  - Number of employees

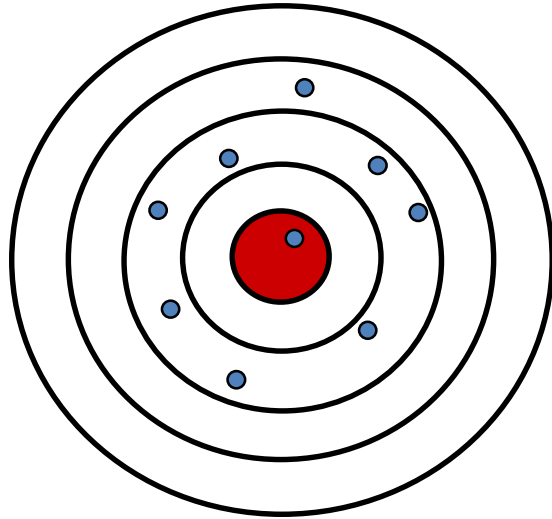
# Data Types Quiz

**Beside the following examples, determine if: “Variable” (continuous) or “Attribute” (discrete).**

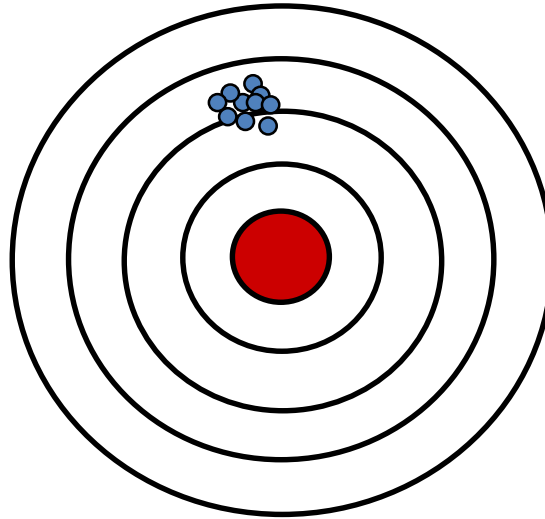
- Average Labor Hours
- Data input accuracy
- Responsible organization
- Hole diameter using a “go/no-go” gage
- Hole diameter
- Order turnaround time
- Weight of refrigeration charge (grams)
- Cycle Time
- Certification Defects



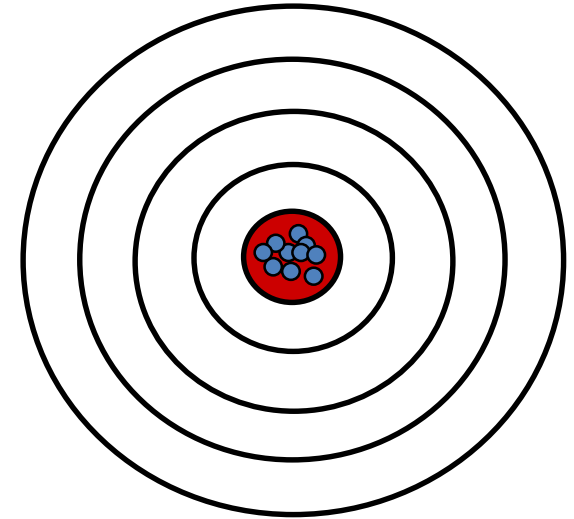
# Measurement Properties



Accuracy  
without  
Precision



Precision  
without  
Accuracy



Accuracy  
and  
Precision

# Data Collection Plan

## Key questions to consider:

- Why are we measuring?
- What are we measuring?
- How will we gather the data?
- Where will we gather the data?
- When / how often will the data be gathered?
- Who needs to see the data?

Objective (Why)	Measures/Data (What)	Data Collection Method (How)	Data Sources (Where)	Timing (When)	Responsible Party (Who)
Determine effectiveness of material & instructors	Survey questions on a scale of 1 to 5	Class evaluation form	Students	At the end of course	Instructor

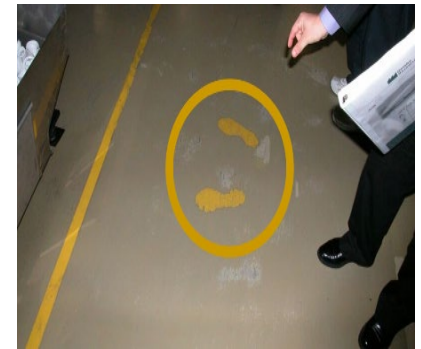


# Walk The Gemba

- Gemba means “real place” or “go see”.
- The work place is where value is created.
- Management has a responsibility to “get the facts” from the work space.

## The Five Actuals

1. Go to the actual workplace.
2. Engage the people who do the actual work.
3. Observe the actual process.
4. Collect the actual data.
5. Understand the actual value stream.



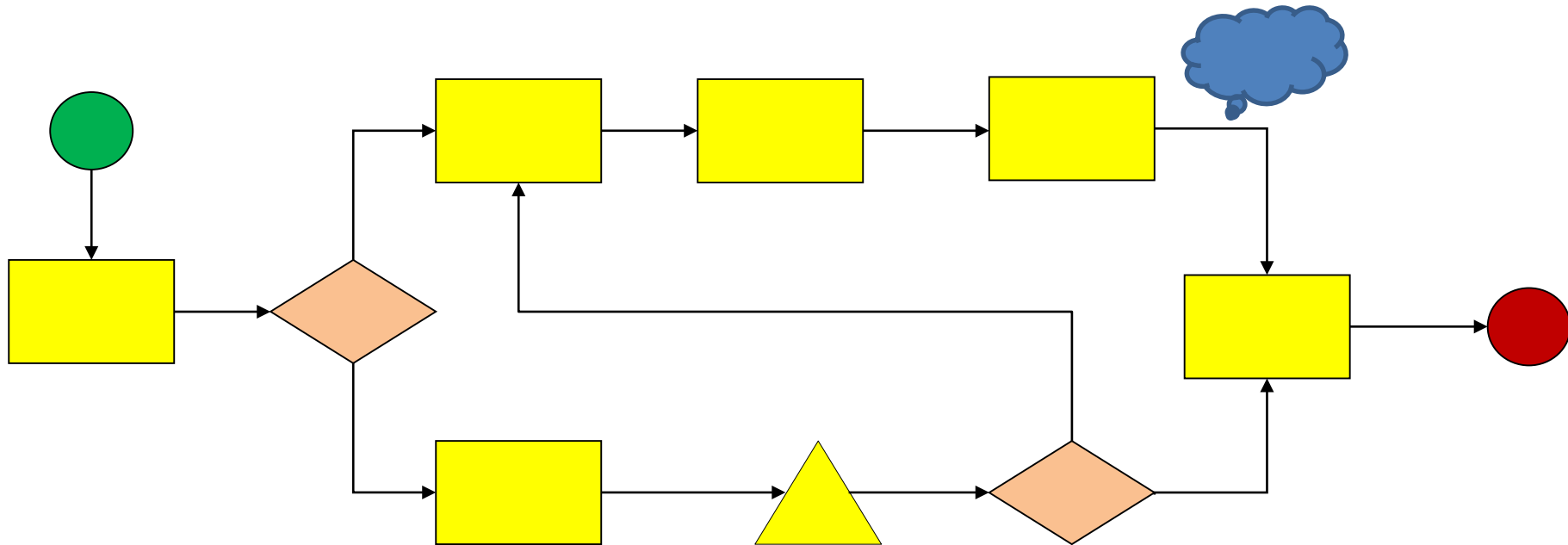
**Ohno's Circle**

Direct Observation Leads to Better Understanding.

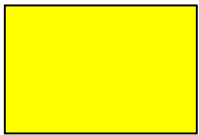
# Process Maps

- Used for visualizing a system or process (sequence of events, tasks, activities, steps).
  - Can be used to identify opportunities for improvement such as streamlining or combining operations.
- Drawn with standard symbols representing different types of activities or operations.
- Several Types: Linear, Top-Down, Swim Lane, Value Stream

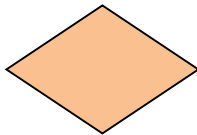
# Process Maps



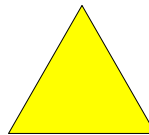
## Standard Process Map Symbols:



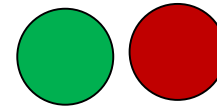
Process Step



Decision Point



Wait (Inventory)



Start/Stop  
Redirect

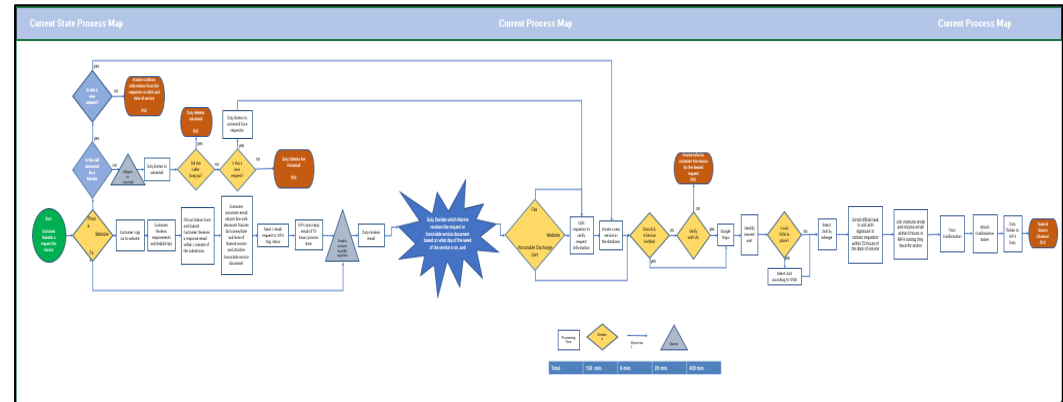
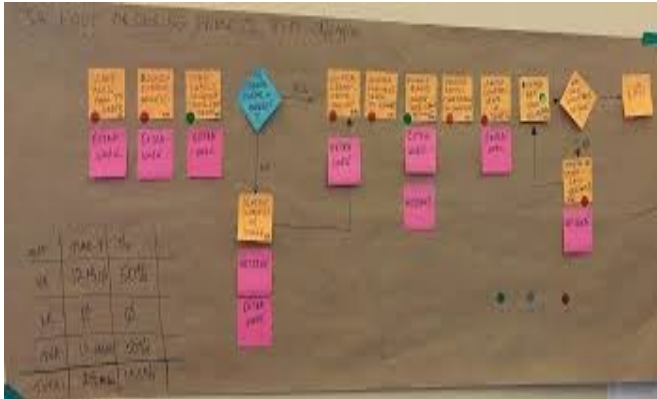


Call Out

**\* Each process step should capture time (It's the one thing you can never get back!)**

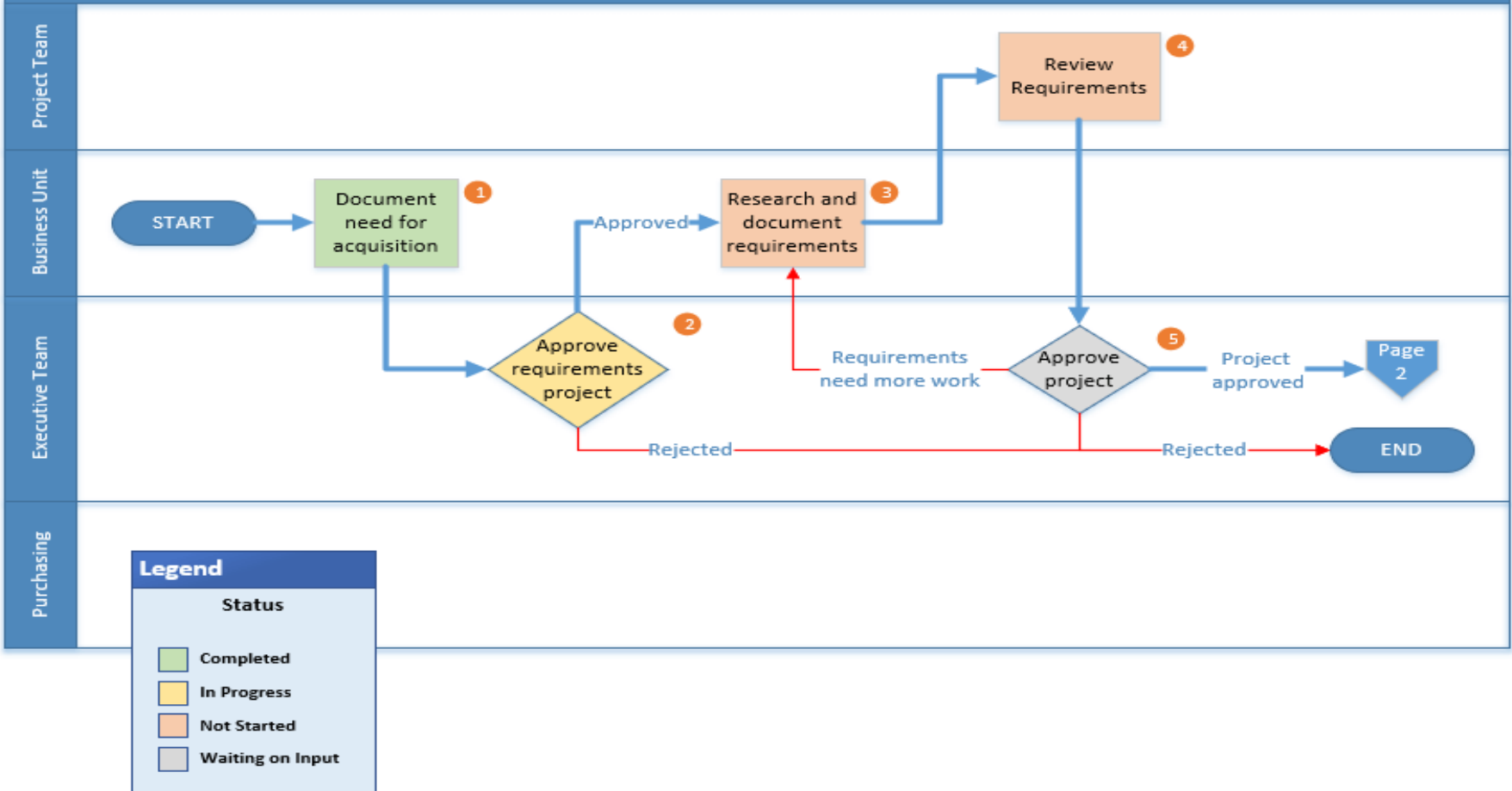
# How to Build a Process Map

- Walk the Gemba (workplace/process), noting process steps, decision points and inventory (wait points).
- Keep track of forms/documents used, and obvious improvement areas with project bursts or call outs.
- Use Post-it® to allow for steps to be moved easily.



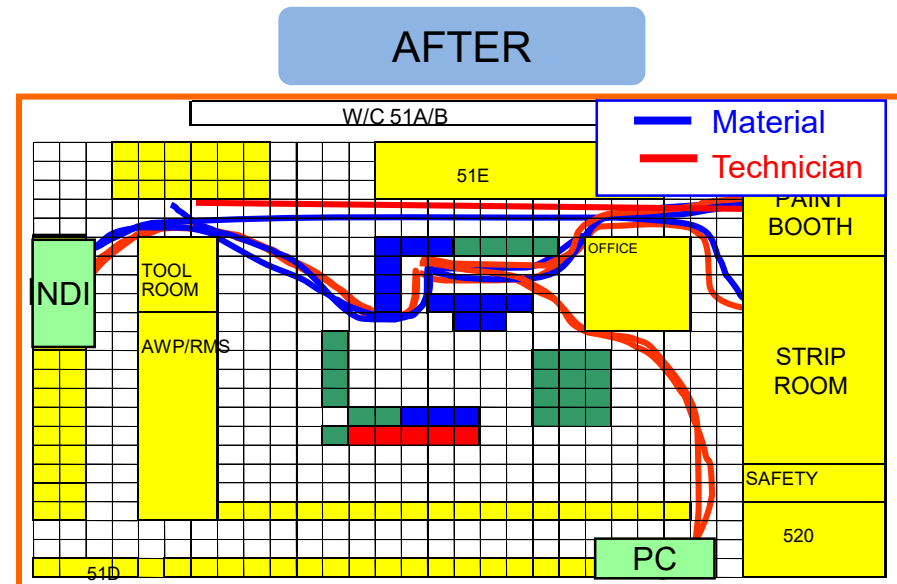
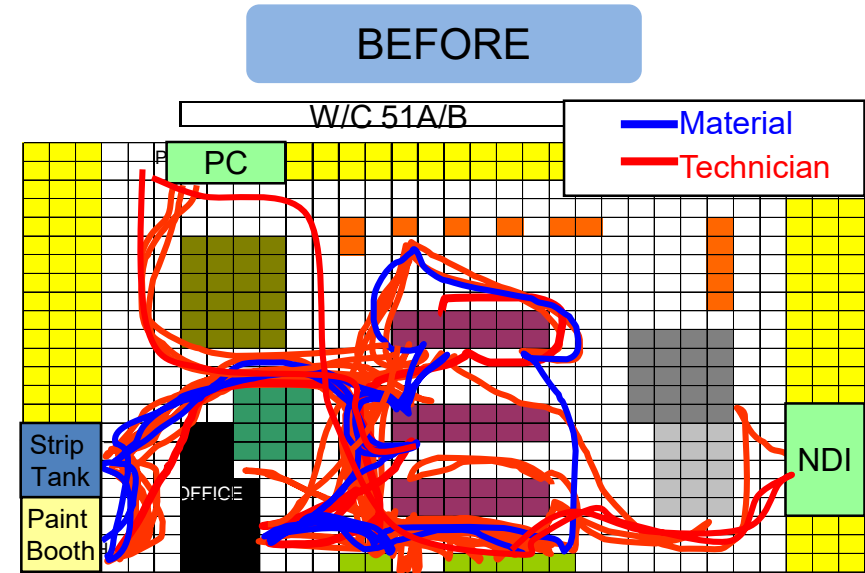
# Process Map – Swim Lanes

## Technology Acquisition Process



# Spaghetti Diagram

- Used to depict where there is wasted product, travel, people movement, queues, etc.
- Graphically describes:
  - Physical area layout
  - Flow of product through a series of process steps
  - The path person walks to complete their process



# What questions do you have so far?



# Analyze Phase





# Analyze Phase

## Objectives:

- Data Analysis
- Determine Root Cause

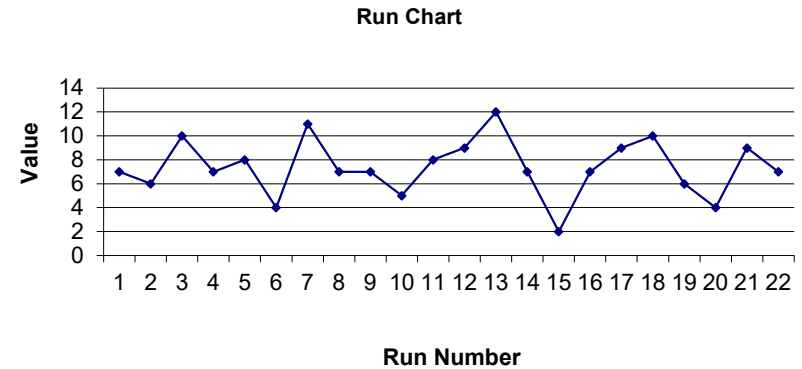
## Activities:

- Identify and validate Root Causes.
- Determine impact of root causes to process output.
- Prioritize root causes.
- Leadership approval (Review).

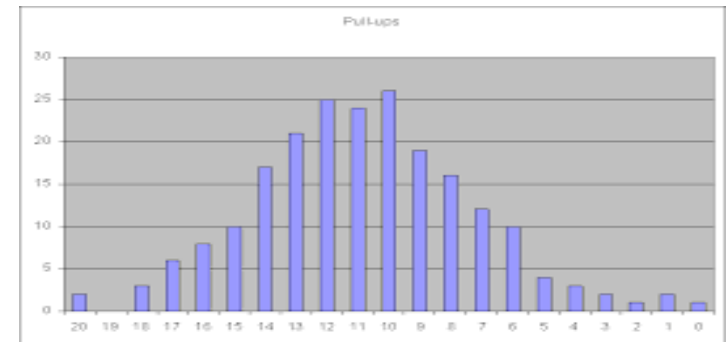


# Examples of Data Tools

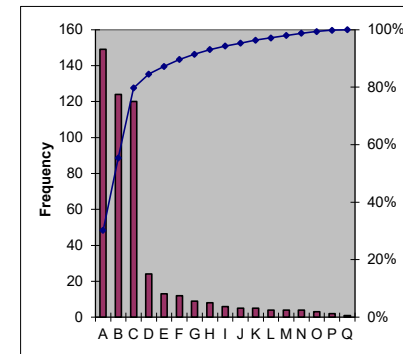
Control/Run/Trend Chart:  
Shows change over time.



Frequency Plot/Histogram:  
Shows distribution of  
variation and range.



Pareto Chart:  
Helps focus on key  
problems.



# Pareto Charts

Used to prioritize problems to be solved

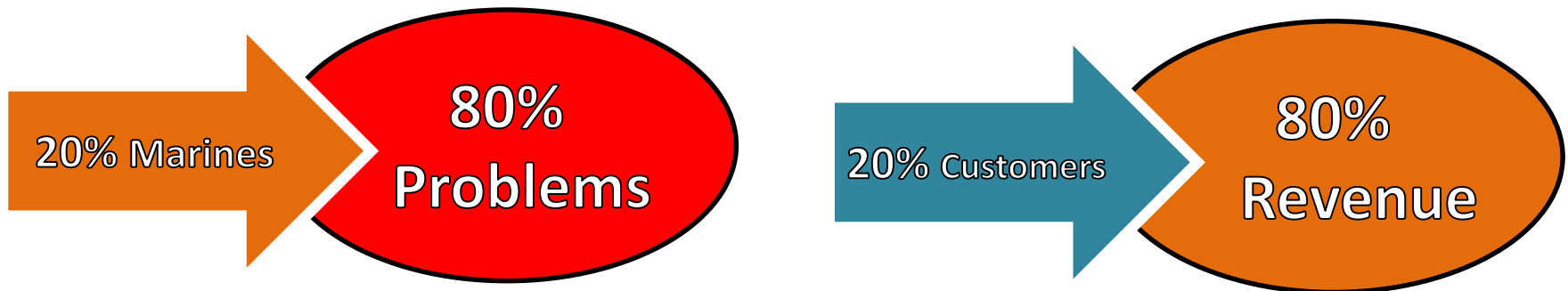
The “80/20” Rule:

Illustrates the concept that, for any given distribution of the results:

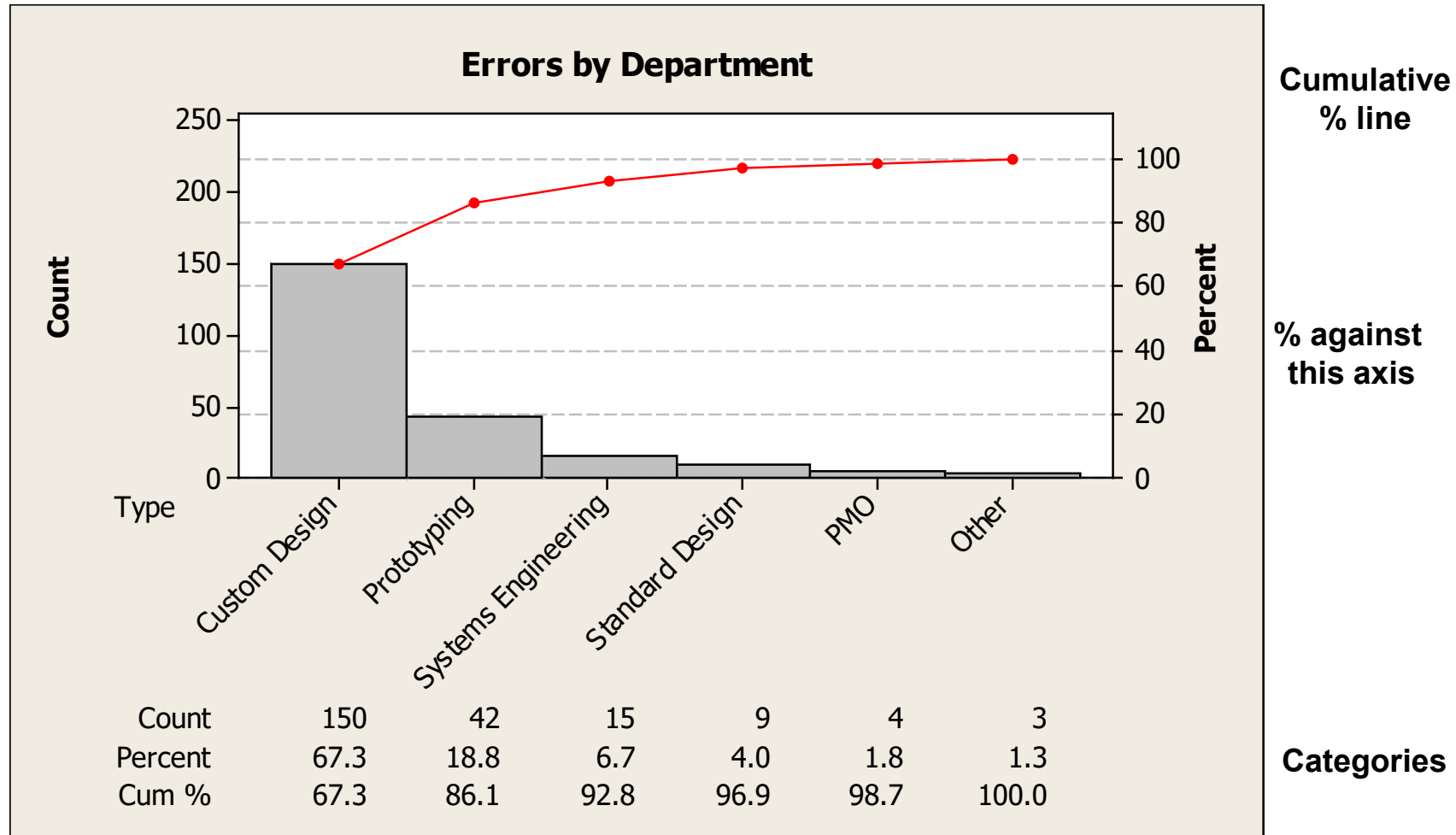
The majority of the distribution (80%)

is determined by

a small part (20%) of the potential contributors or causes.



# Pareto Charts - Example



# Root Cause Analysis

“It's not that I'm so smart, it's just that I stay with problems longer. – Albert Einstein

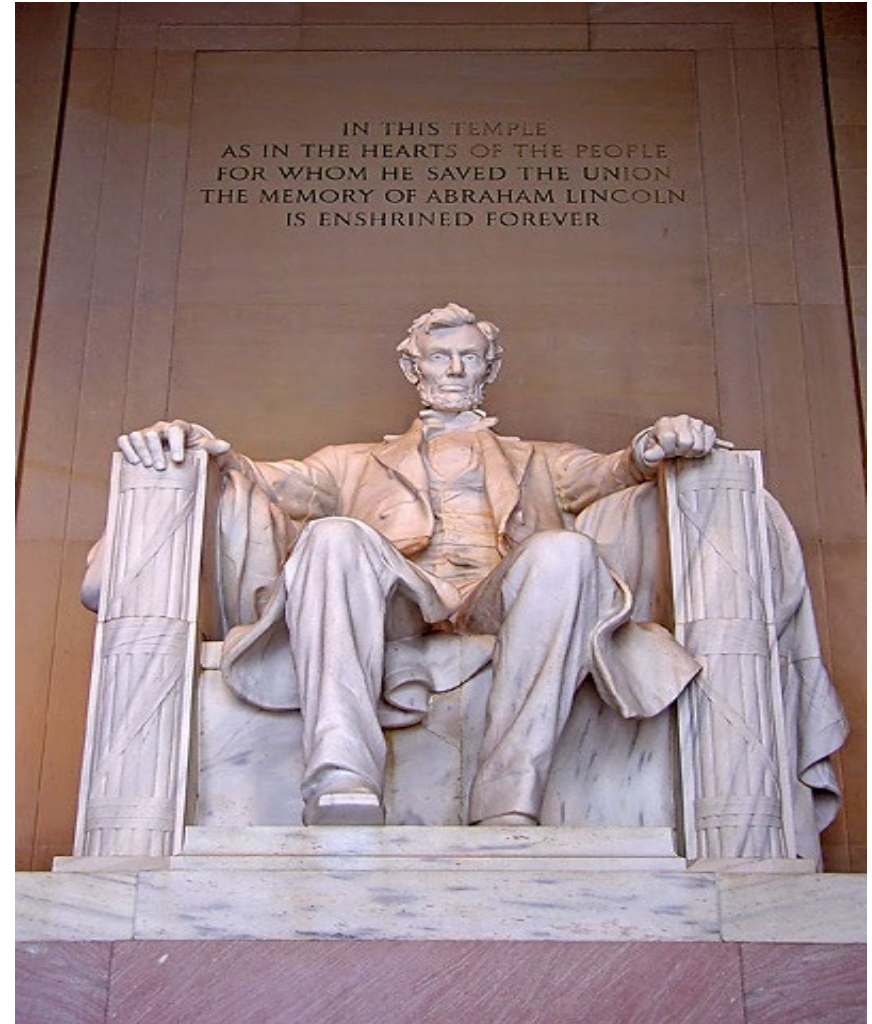
- Root cause analysis is where the *real* cause of the problem is uncovered.
- A root cause is one that, if corrected would prevent a recurrence of the problem.
- A technique used is asking “Why” 5 times

# Analysis – Determining Root Cause

Problem: Lincoln memorial deteriorating at a high rate.

1. **Why?** We wash this memorial more than the others.
2. **Why?** Bird droppings make it unsanitary for tourists.
3. **Why?** Birds eat the Spiders that gather in masse.
4. **Why?** Spiders gather to eat the flying midges that swarm.
5. **Why?** Midges swarm around the bright, warm lights that are turned on at dusk.

**Answer:** Delay turning on the lights for one hour

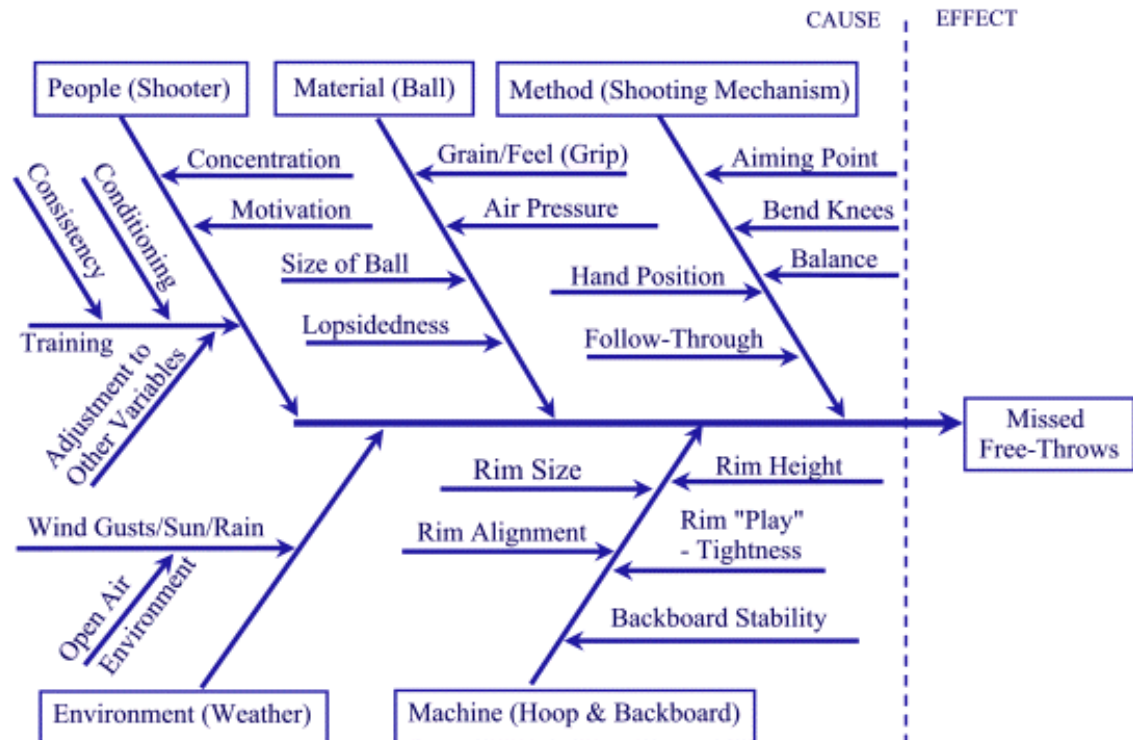


# Fishbone/Ishikawa Diagram

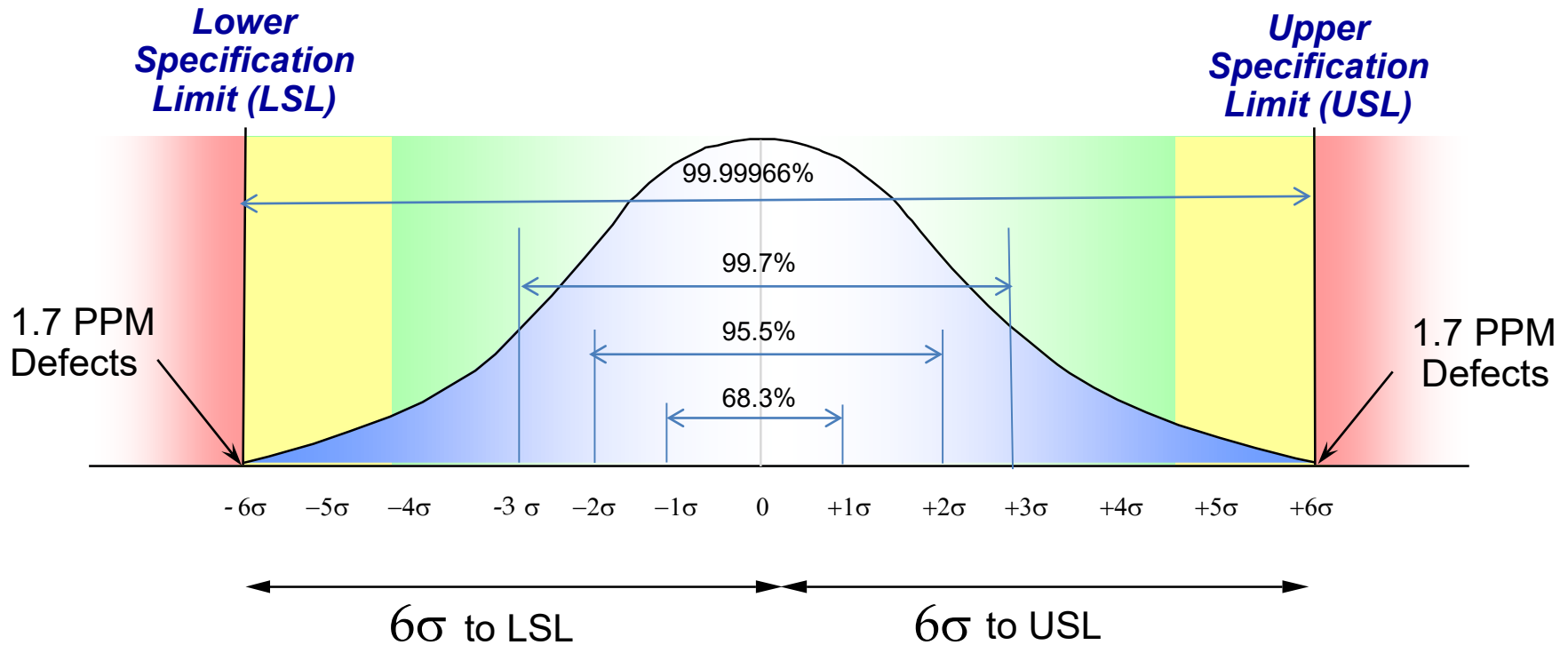
- Breaks problems down into bite-sized pieces.
- Displays many possible causes in a graphic manner.
- Shows how causes interact.

## Suggested Causes:

- Man
- Method
- Machine
- Material
- Measurement
- Mother Nature



# Six Sigma



Six Sigma is focused on the **reduction of variation** using process improvement tools, with the ultimate idea of removing defects (i.e. rework, waste).

Sigma Level	Defects per Million	Yield
6	3.4	99.99966%
5	230	99.977%
4	6,210	99.38%
3	66,800	93.32%
2	308,000	69.15%
1	690,000	30.85%





# Difference Between 3 and 6 Sigma

Most U.S. companies operate @ 3-4 Sigma

**97.7% performance** (or up to 25% total revenue in defects).

THREE SIGMA	SIX SIGMA
More than 40,500 newborn babies dropped in hospitals each year.	Three newborn babies dropped in hospitals in 100 years.
Unsafe drinking water about two hours each month.	Unsafe drinking water one second every six years.
Nearly 1,350 incorrect surgical operations per week.	One incorrect surgical operation in 20 years.
Five short or long landings at O'Hare each day.	One short or long landing in 10 years in all the airports in the United States.
<b><u>2.3</u> Defects per <u>hundred</u> opportunities.</b>	<b><u>3.4</u> Defects per <u>million</u> opportunities.</b>



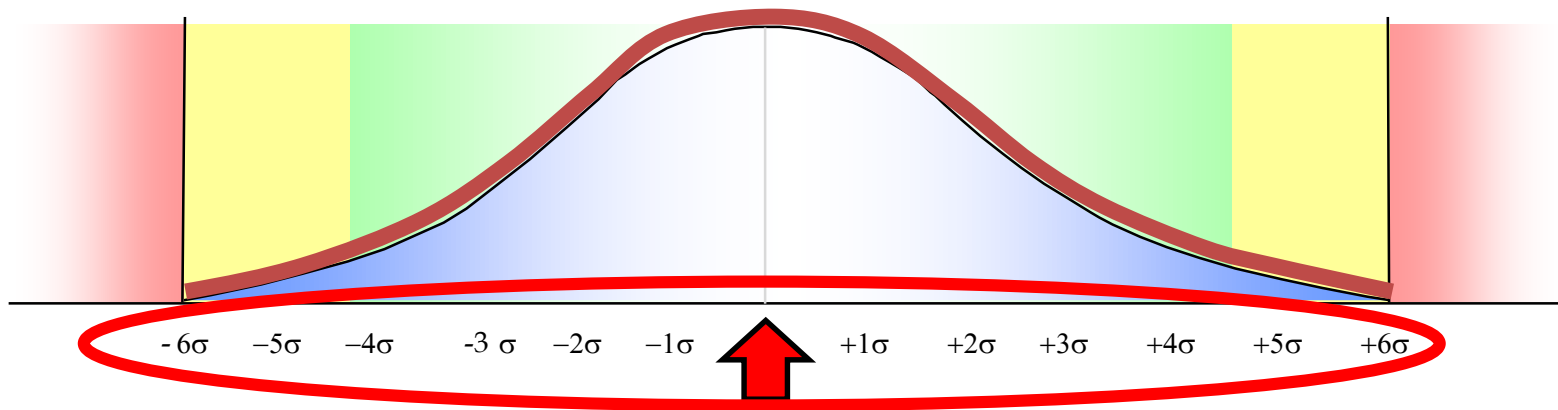
# Statistical Terminology

- **Population** - a complete set; all items of interest
- **Sample** - a subset of elements from the population
- We can characterize a population or sample in 3 ways:
  1. Measure of central tendency (location of center or middle).
  2. Measure of variation (spread or width).
  3. Measure of distribution (shape).



# Data Characteristics

- **Central Tendency (location)** – defines center or middle of data.
  - Examples: Mean, Median and Mode
- **Variation** – defines the width of the data.
  - Examples: Range, Variance, Standard Deviation
- **Distribution** – defines the shape of the data
  - Examples: Histogram, Stem & Leaf plots, Boxplots

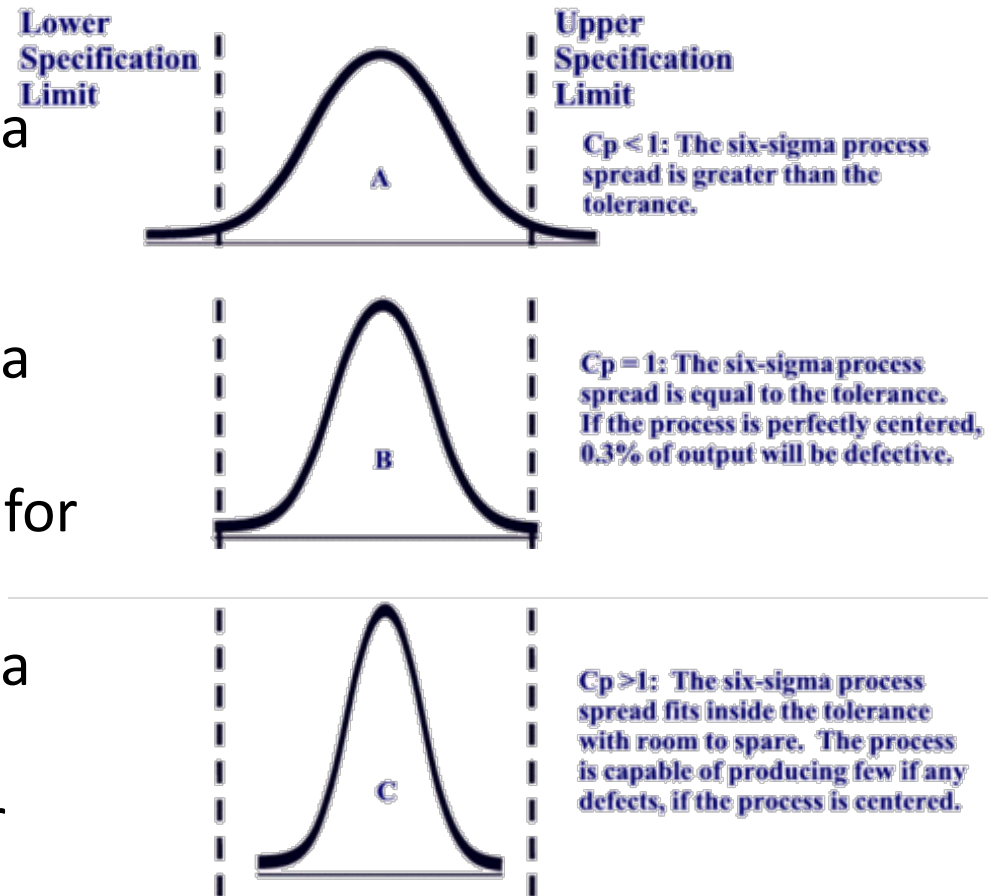


# Process Capability

A measure of how close a process is running to its specification limits.

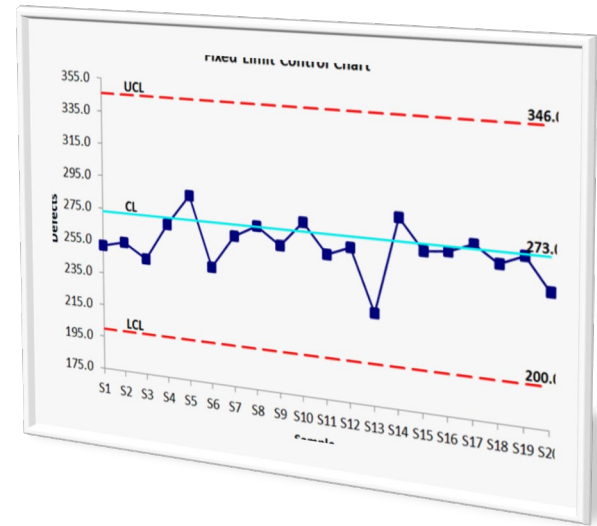
## Process Capability Values

- Process Capability  $< 1$  indicates a process that is unable to meet specifications.
- Process Capability  $= 1$  indicates a process that is able to meet specifications, but has no room for variation.
- Process Capability  $> 1$  indicates a process that is able to meet specifications, and can allow for additional variation.



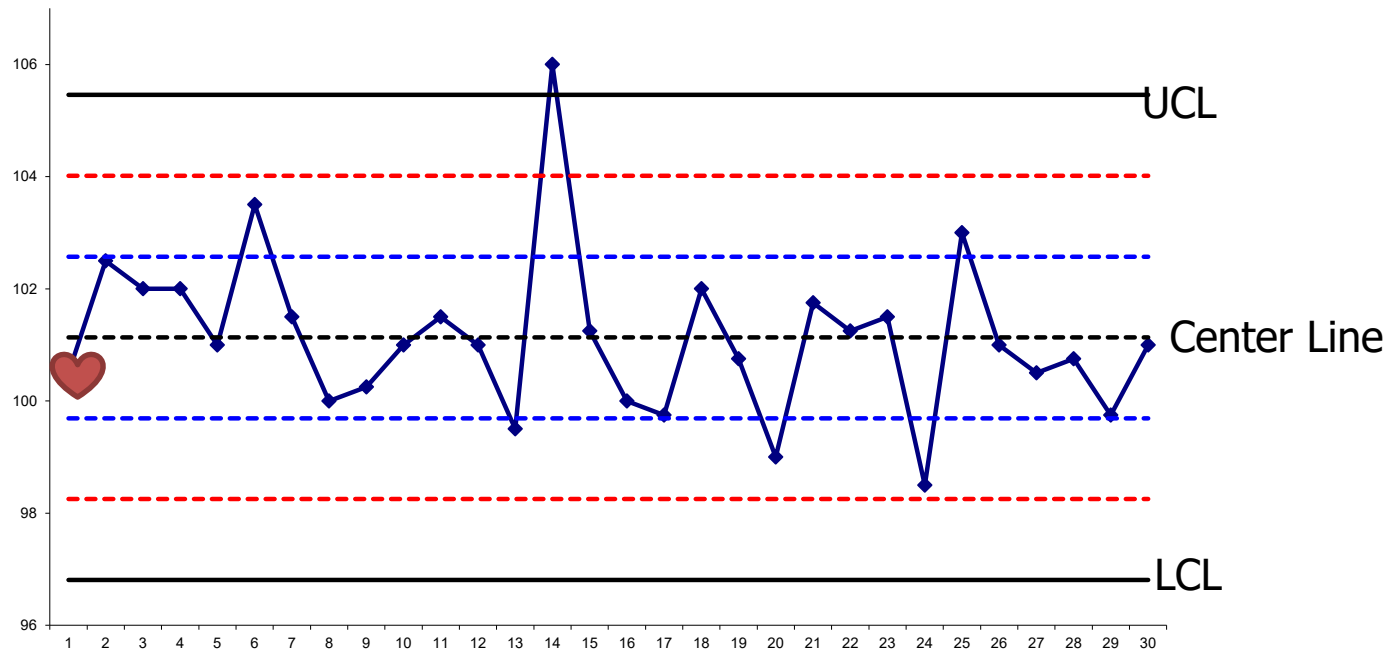
# Control Charts

- Run Charts with additional information.
  - Centerline (mean)
  - Control Limits
- Data types determines control chart.
- Used to analyze variation in a process.
  - Attribute (count) based
  - Variable (measurement) based
- Used to determine if variation common cause or special cause.



# In Control & Out of Control Conditions

- In control processes demonstrate common cause variation.
- Out of control demonstrate special cause variation conditions including:
  - Extreme Points, Trends & Shifts, Oscillation.



# What questions do you have so far?



# Improve Phase





# Improve Phase

## Objectives:

- Identify Potential solutions.
- Map out “TO BE” process.
- Develop an implementation Plan.
- Pilot solution.

## Activities:

- Brainstorm potential solutions.
- Evaluate and select best solution.
- Identify solution impacts.
- Produce “TO BE” process maps and present implementation plan.
- Communicate solutions to all stakeholders.
- Leadership approval (Review).



# Lean Overview

- Lean Principles
- Types of waste within processes.
  - TIMWOOD and U
- Basic lean methods of process improvement.
  - Value Stream Mapping
  - Little's law
  - Mistake proofing
  - 5S + 1
  - Visual controls
  - Standard Work
  - TAKT Time



# Lean Defined

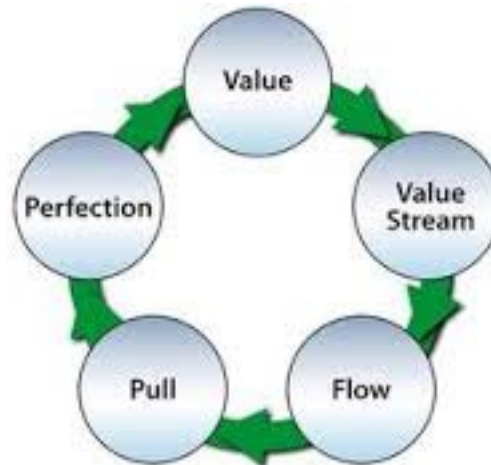
“Becoming ‘lean’ is a process of eliminating **waste** with a goal of creating **value**.”



Source: *Lean Enterprise Value: Insights from MIT's Lean Aerospace Initiative* by Earl Murman, Thomas Allen, Kirkor Bozdogan, Joel Cutcher-Gershenfed, Hugh McManus, Deborah Nightingale, Eric Rebentisch, Tom Shields, Fred Stahl, Myles Walton, Joyce Warmkessel, Stanley Weiss, Shela Wdnall, (Pgrave, 2002)

# Lean Principles – Womack & Jones 1996

- **Value** specified from the customer's perspective.
- The **Value Stream** has been identified for each service.
- The product / service **Flows** without interruptions.
- The customer can **Pull** value through the process.
- Continuous pursuit of **Perfection**.



# Lean Principles – Value

- Critical starting point for Lean.
- **Can only ultimately be defined by the customer.**
  - NO two customers define Value identically.
- Critical questions we must ask ourselves.
  - Do we truly understand Value from our customer's perspective?
  - Are we truly focused on providing that Value?
  - What are the barriers & obstacles preventing us from focusing on and providing that Value?



# Value Added, Business Value, Non Value Added



## Value Added

The customer wants it (and is willing to pay for it) AND,  
It changes form, fit, or function of a product or service AND,  
It is done right the first time.



## Business Value

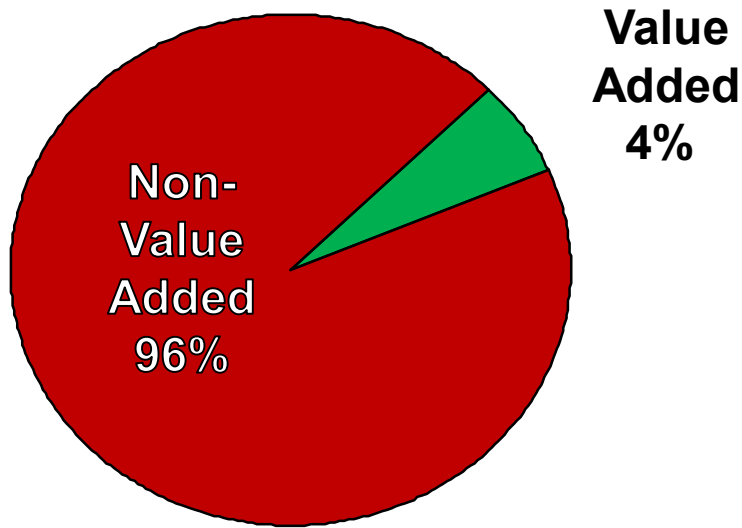
No value is created but customer is willing to pay for it.  
Required by Law / Statute / Unchangeable Policy.



## Non-Value Added - Waste

Consumes resources but creates no value in the eyes of the customer.  
If you can't get rid of the activity, reduce it.

# Value Added, Business Value, Non Value Added



Before CPI

# Definitions of Waste (Muda)

Anything that **adds cost or time** and does not add value to the customer.

**Or**

Anything other than the **MINIMUM** amount of:

- **Equipment**
- **Materials**
- **Parts**
- **Space**
- **Worker's time**

**Is considered wasteful activities!!**





# 8 Types of Waste

**Identify and Eliminate** these Wastes:

Types of Waste:

**T**

Transportation

**I**

Inventory (Excess)

**M**

Motion

**W**

Waiting

**O**

Over-Production

**O**

Over-Processing

**D**

Defects

**&**

**U**

Under Utilization of people



# Transportation



Waste caused by unnecessary movement of material or product.

## Primary Causes:

- Inefficient Facility Layout
- Multiple Storage Locations
- Batch (Push) Mentality
- Complex material handling systems



# Inventory (Excess)

Waste of materials, parts and assembled goods, when purchased or produced **in advance** of customer requirements.



**Increases Cycle Time & Process Lead Time**

# 8 Wastes – Inventory (Excess)

## Inventory Hides Problems!

Ship = Production System

Water Level = Inventory Level



# Motion



Caused by **non-value added movement** of workers and/or production machines.

## Primary Causes:

- Inefficient workplace layouts.
- Inefficient tools and / or fixtures.
- Lack of Standard Work causing inconsistency.
- Batch movement of product.



# Waiting & Over Production

## WAITING

Occurs whenever the hands of an employee are idle.



## OVER PRODUCTION

Caused by producing more than the customer needs (Push) and leads to excessive inventories.

# Over Processing

The Waste of Unnecessary or Non-Optimized Processes and/or Operations.



How the customer explained it



How Project Lead understood it



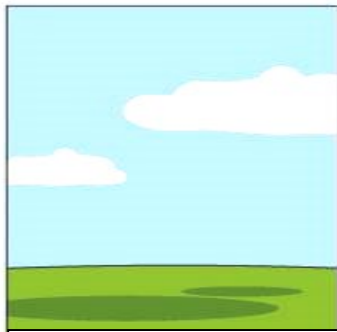
How Analyst designed it



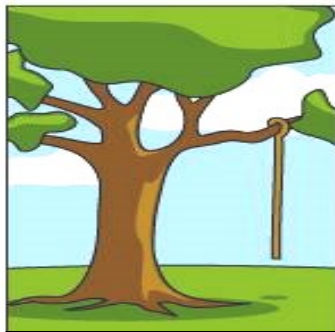
How Programmer wrote it



How Consultant described it



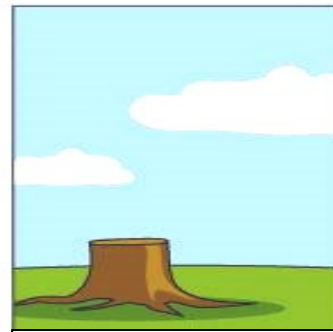
How Project was documented



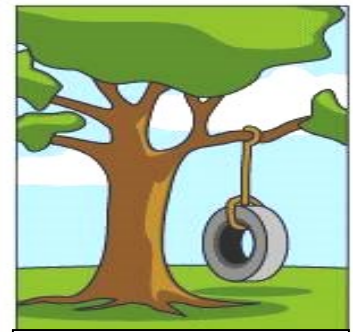
What operations installed



How Customer was billed



How it was supported



What Customer really needed

***“There is nothing so useless as doing efficiently that which should not be done at all.”***

***Peter Drucker***

# Defects / Rework

Occurs when a process, product, or data **does not conform** to proper specifications.

- Product rework
- Scrap
- Escape of a defect to the customer.



## What Causes Defects?

- Poor procedures or standards.
- Non-conforming materials.
- Worn or out of tolerance tooling.
- Human mistakes.



# Under utilization of employees

## ULTIMATE WASTE

Waste of a person's time

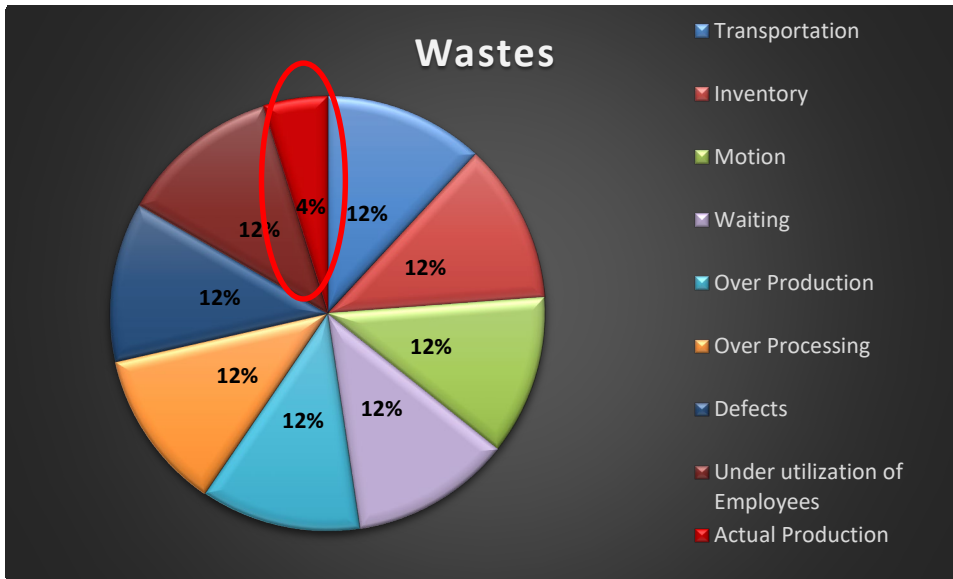


## 8 Wastes - Examples

<b>Type of Waste</b>	<b>Physical Process</b>	<b>Example</b>	<b>Ways to Reduce / Eliminate</b>
<b>Transporting</b>	<b>Parts Moving to Warehouse and Back</b>	<b>Movement of Goods</b>	<b>Make the distance over which something is moved as short as possible</b>
<b>Inventory (Excess)</b>	<b>Excessive completed work or supplies</b>	<b>Supplies in a Warehouse that aren't being used, taking up space</b>	<b>Produce or maintain only enough to satisfy the work requirements of the customer</b>
<b>Motion</b>	<b>Retrieving Parts, Tools, Information</b>	<b>Poor Office Lay-Out</b>	<b>Arrange your files, parts, or tools so you can easily retrieve them</b>
<b>Waiting</b>	<b>Out of supplies, Lack of Information</b>	<b>Meetings, Approval, System Down Time</b>	<b>Prepare agendas, standardize required signature approval process, make a plan for outages</b>
<b>Over-Processing</b>	<b>Performing Unneeded Operations</b>	<b>Approvals (Too Many Sign-offs)</b>	<b>Eliminate signature requirements where possible</b>
<b>Over-Production</b>	<b>Working Ahead of Schedule</b>	<b>Printing Paper Too Soon</b>	<b>Establish a workflow sequence for the production</b>
<b>Defects</b>	<b>Scrap or Rework</b>	<b>Drawing or Planning Errors, Rework</b>	<b>Establish standardized work procedures</b>
<b>Under utilization of employees</b>	<b>More people involved than required to perform physical or transactional tasks.</b>		



# 8 Wastes – Full Effect



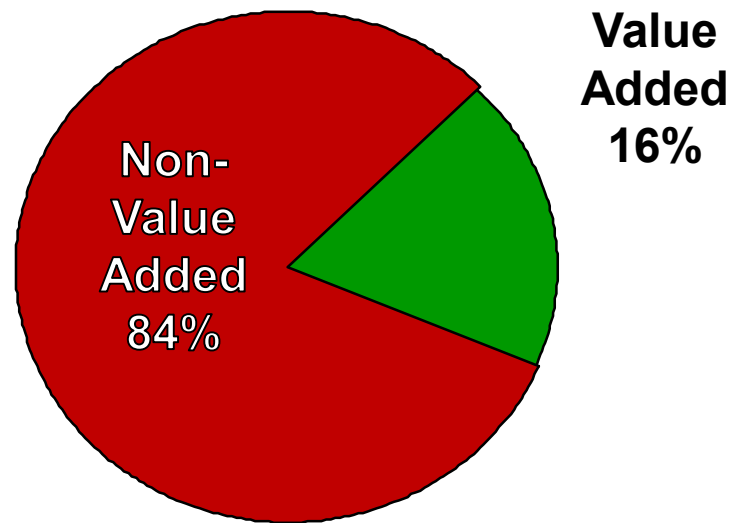
When waste is identified in high volumes, it reduces the actual production of work.

In addition to a lack of productivity, there are other side effects that need to be considered. A wasteful environment can take a heavy toll on employees.

## Toxic Effects of Waste on Employees

- Physical Fatigue
- Emotional Fatigue
- Increased Frustration
- Overworked
- Over- Stressed
- Decreased Level of self-worth.

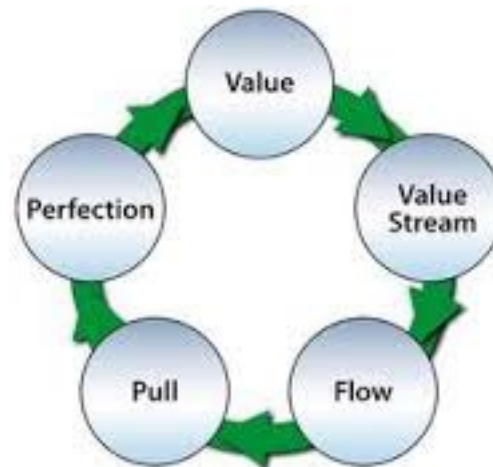
# 8 Wastes – Results



After CPI

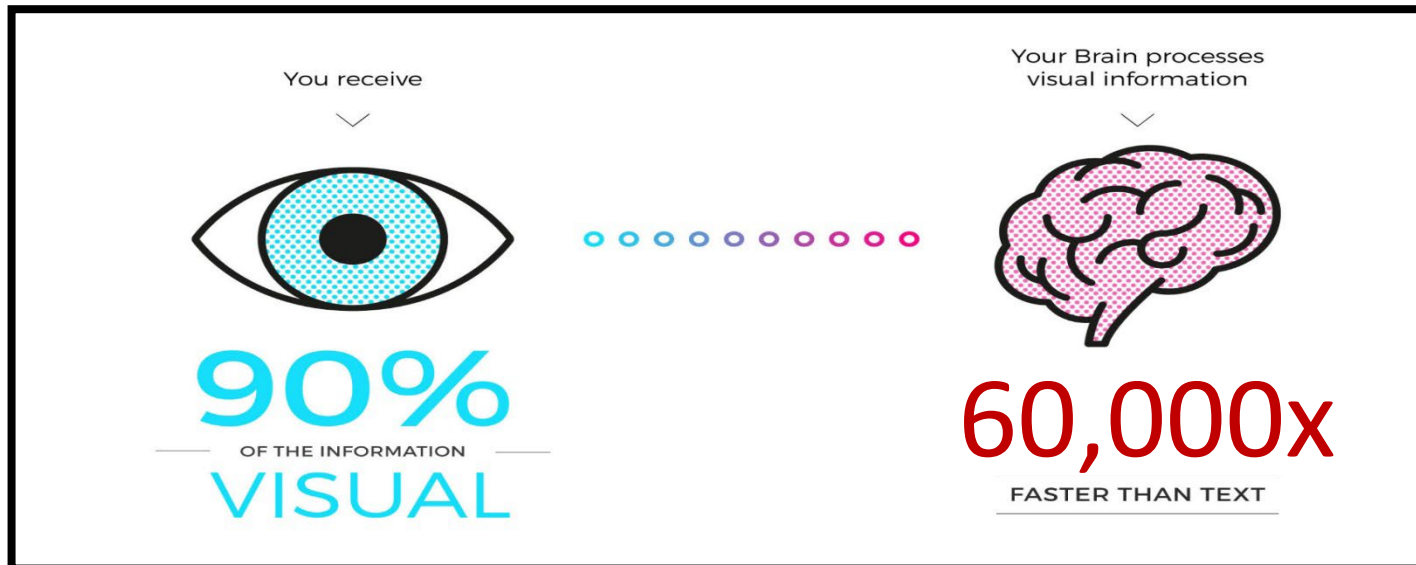
# Lean Principles – Value Stream

- **Value** specified from the customer's perspective.
- The **Value Stream** has been identified for each service.
- The product / service **Flows** without interruptions.
- The customer can **Pull** value through the process.
- Continuous pursuit of **Perfection**.

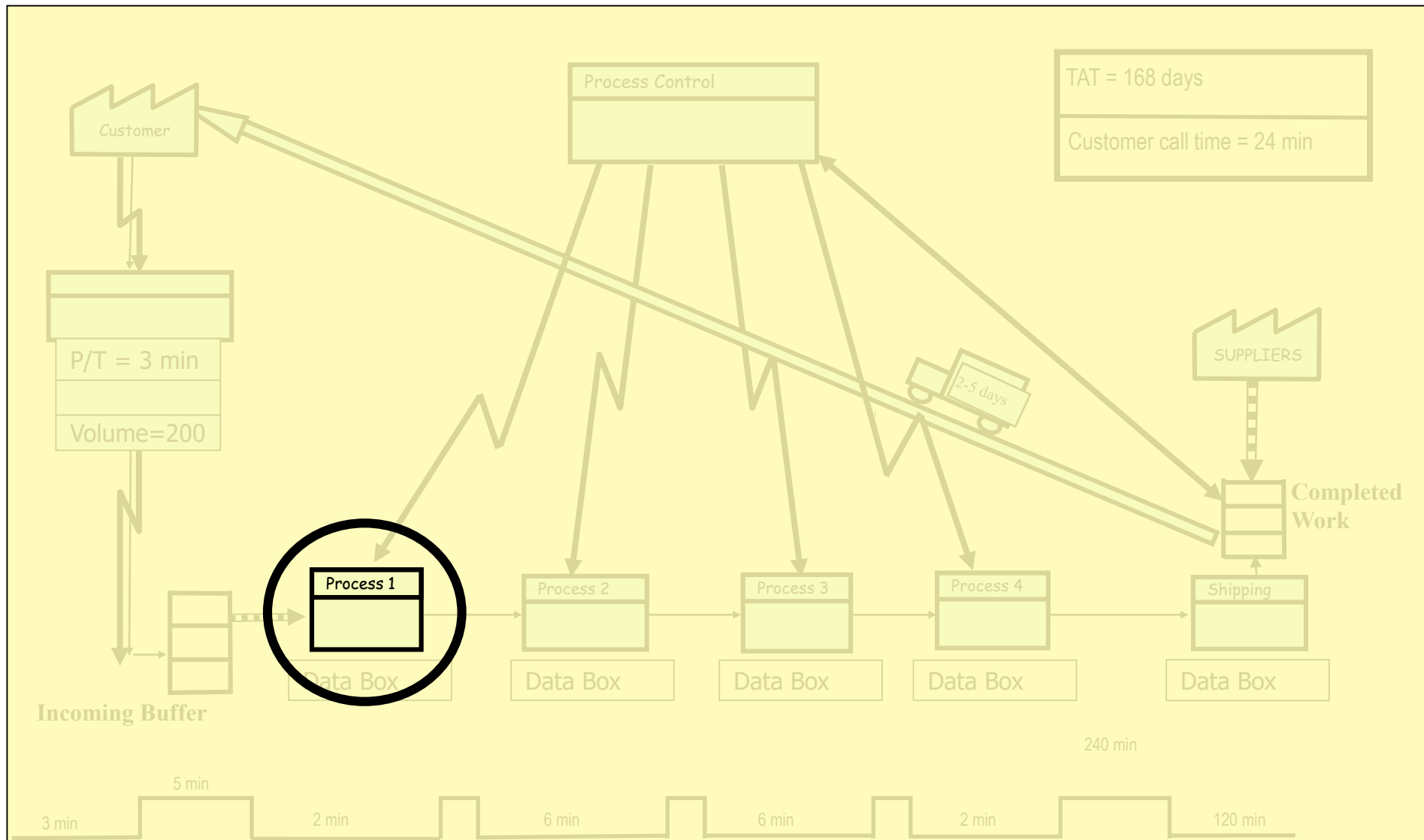


# Value Stream Analysis

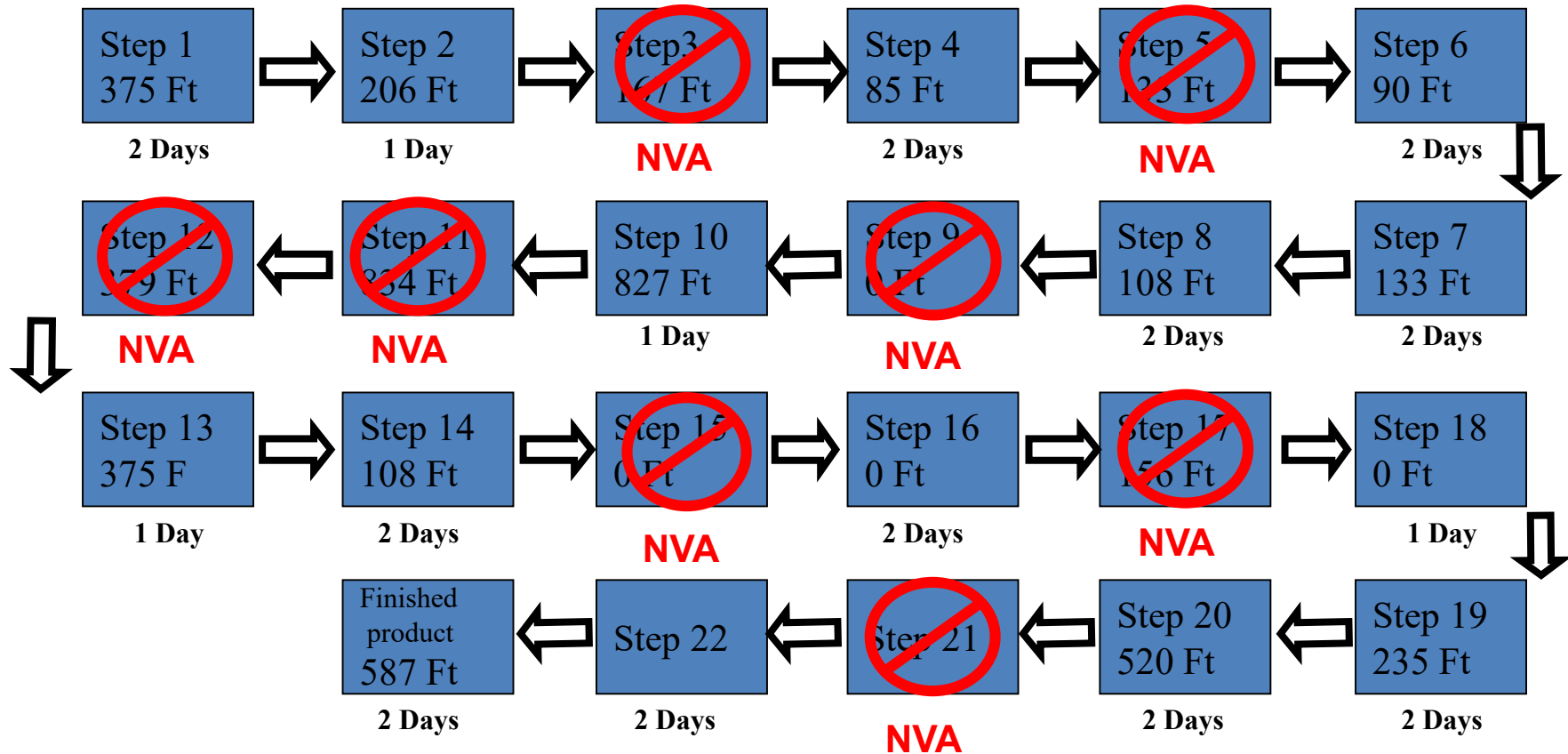
- A “VISUAL” planning tool used to identify non-value added activity (NVA) and develop plans to eliminate the waste.
- Value Stream Analysis is the key to all improvement activities.
- Includes the entire set of activities running from requirement to finished product for a specific product or service.
- Seeks to optimize the whole from the standpoint of the final customer.



# Value Stream Map (VSM)



# VSM for Process 1 (Process Flow Map)



## AS-IS METRICS

- 23 PROCESS STEPS
- 35 Queues
- 8 NVA STEPS
- TAT = 43 DAYS
- TOTAL DISTANCE = 5242 Ft

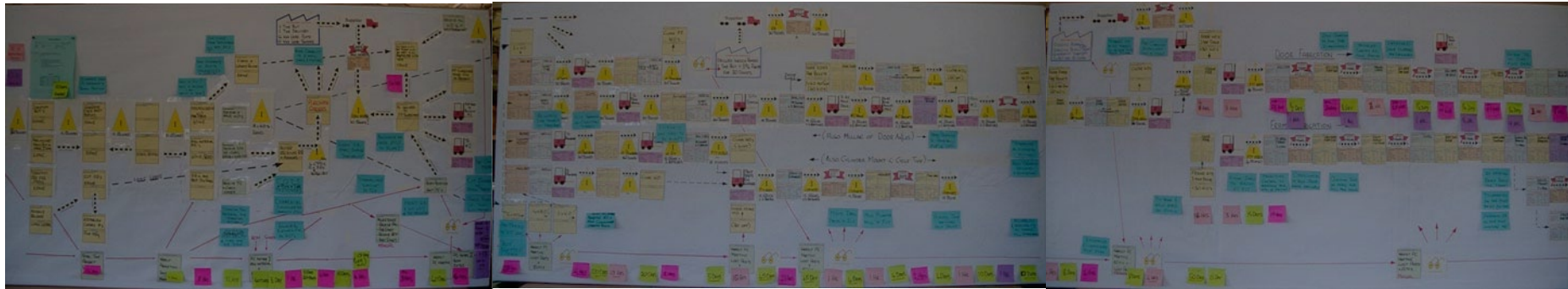
## TO-BE METRICS

- 15 PROCESS STEPS
- 23 Queues
- 0 NVA STEPS
- TAT = 12 DAYS
- TOTAL DISTANCE = 1528 Ft



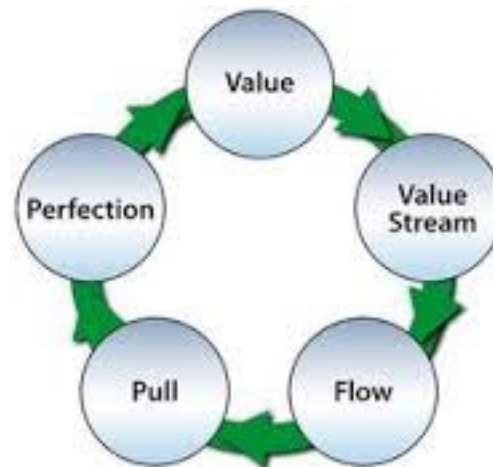


# Value Stream Map - Examples



# Lean Principles – Flow

- **Value** specified from the customer's perspective.
- The **Value Stream** has been identified for each service.
- The product / service **Flows** without interruptions.
- The customer can **Pull** value through the process.
- Continuous pursuit of **Perfection**.



# What is Flow?

The continuous, progressive adding of Value in the eyes of the customer.

- Starts at receipt of customer request.
- Ends at delivery to customer.
- Flow utilizes the fewest number of steps with **no interruptions**.
- Eliminates waste.

●● Takt



**People always working on the product  
and the product always being worked on.**

# Batch and Queue

Batching is the production of large lots of identical items to meet **anticipated demand** based on scheduled production.

- Increases inventory and cycle times.
- Increases wait times

## Examples of Batching

- Waiting for a table at a restaurant (Table for 4).
  - Waiting at IPAC to get CAC.
  - On the telephone when on hold.
- 
- Batching may be required in some instances
    - Providing a product / service to a specific group / crowd.
    - Examples: In-class training, Base tours, Award presentations, Carpooling, etc.



# Toyota Production System

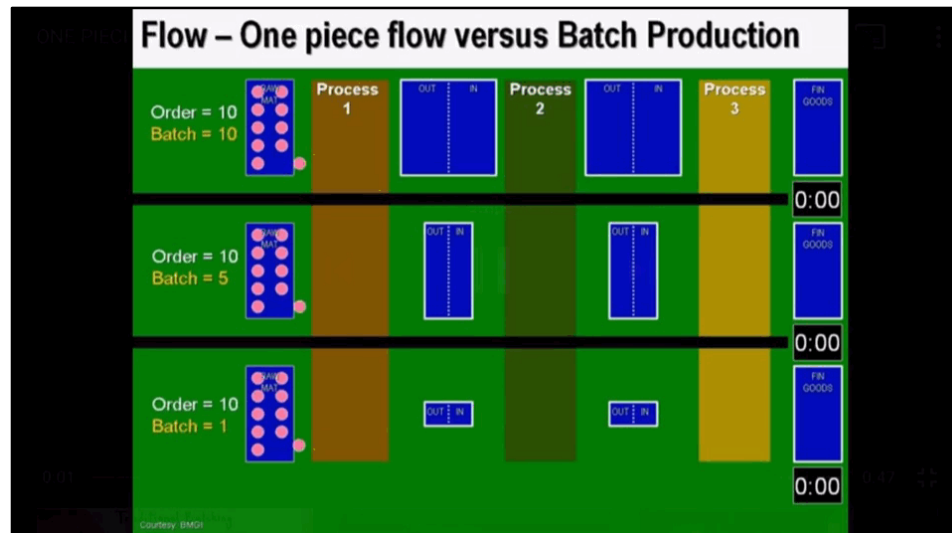
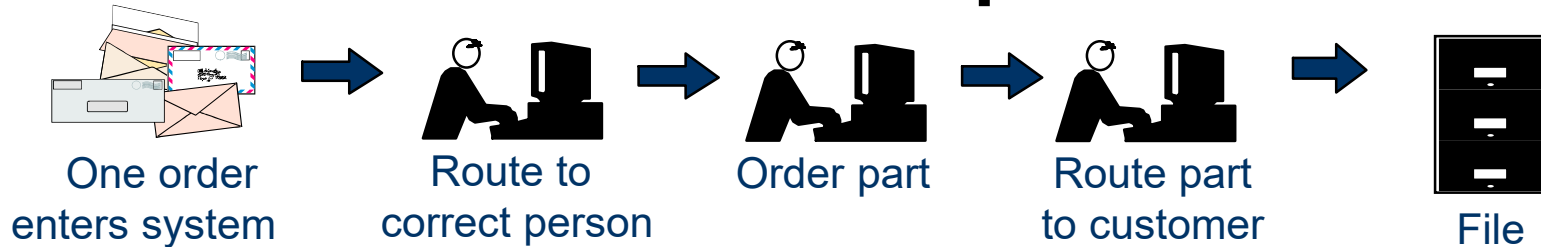
- Taiichi Ohno / Shigeo Shingo create continuous flow in "small-lot" production.
- Ohno achieved small lot continuous flow by:
  - ☐ Aggressive root cause analysis.
  - ☐ Aligning equipment & resources to the Value Stream.
  - ☐ Single Minute Exchange of Die (SMED).
  - ☐ Cross Training.
  - ☐ Simple production control processes – Pull / Kanban.
  - ☐ Visual controls.



# One Piece Flow

## The Ideal State:

**Produce and move one piece at a time.**

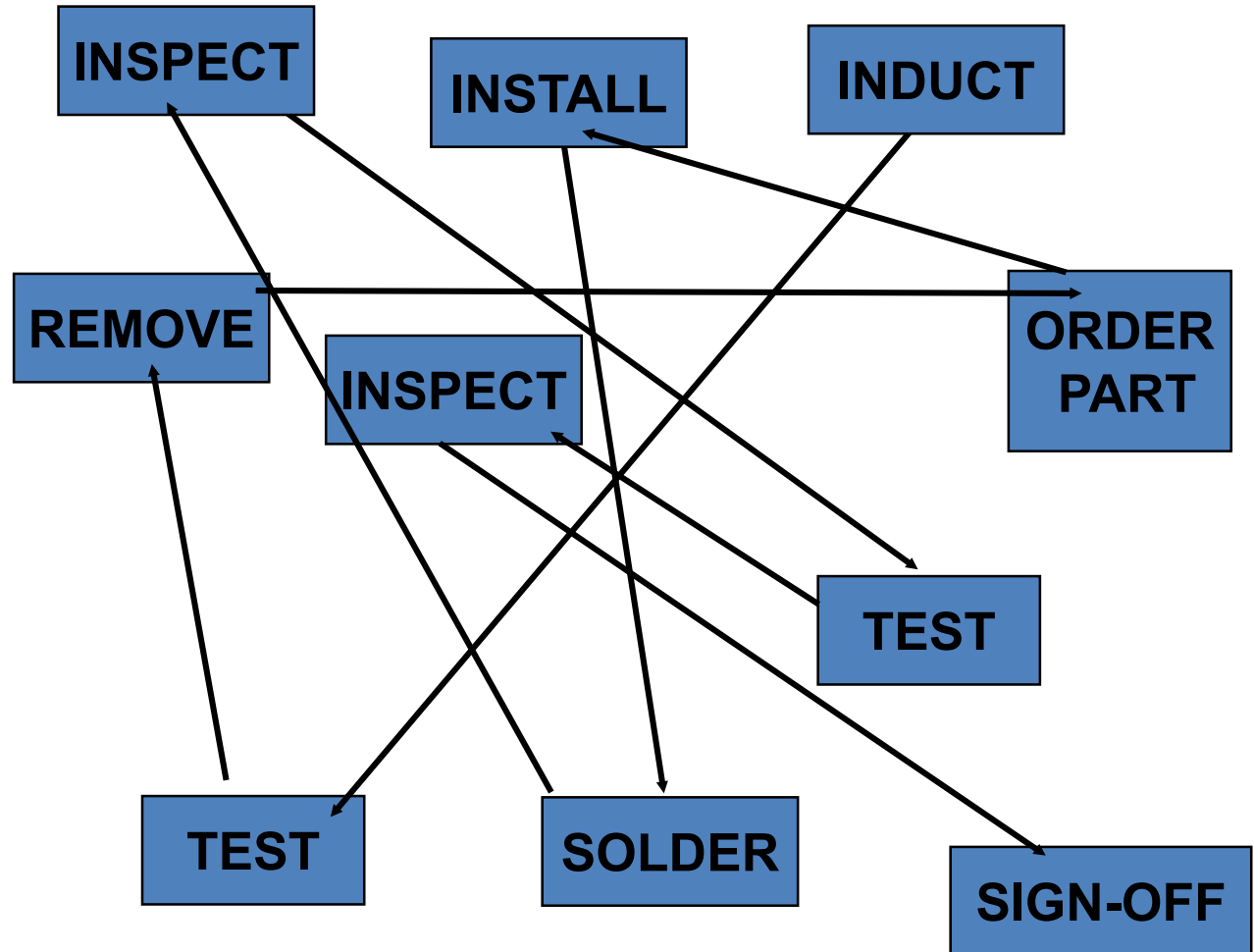


***Segregate excess WIP away from the improved process; develop a plan to eliminate it.***

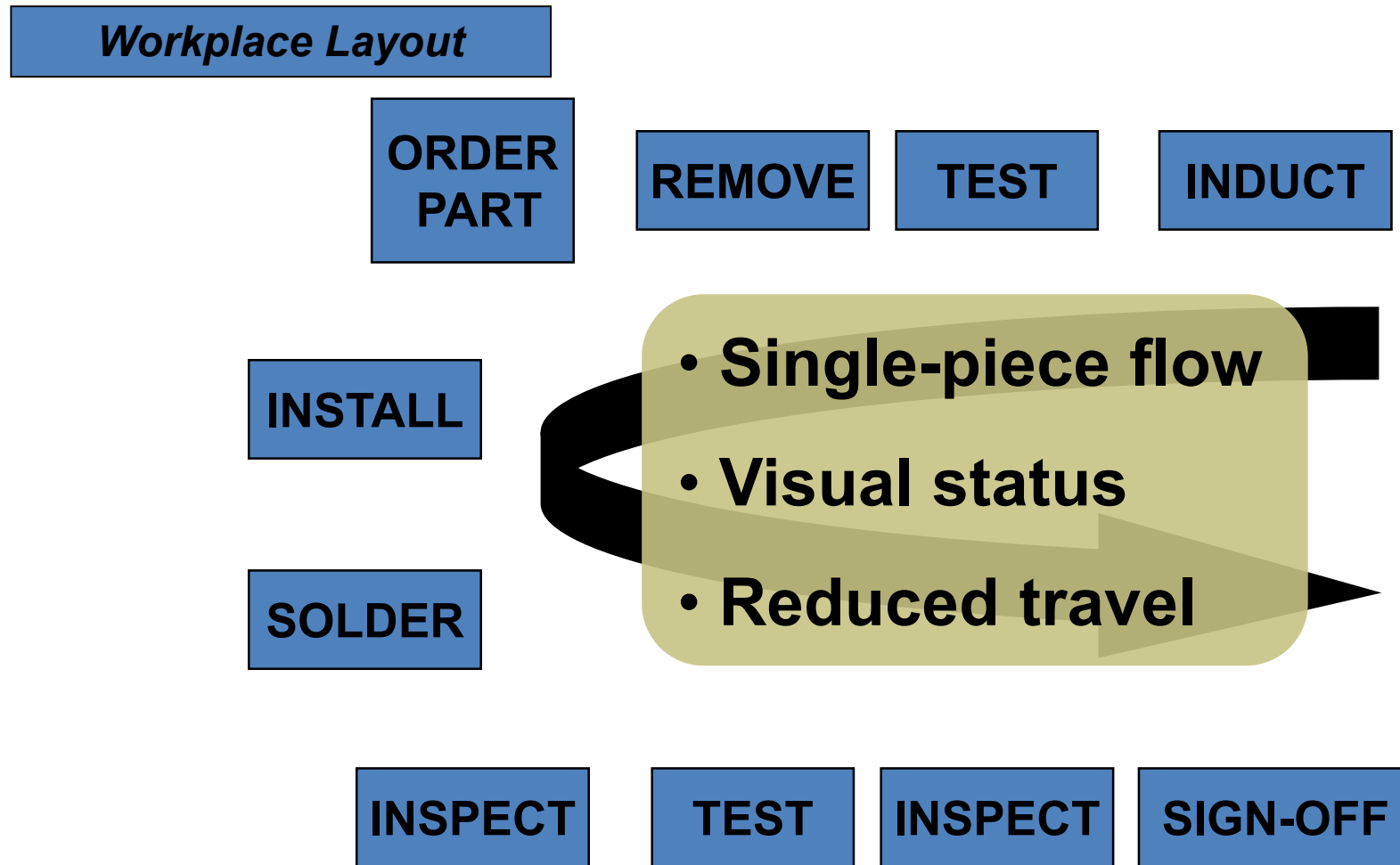
# Typical Flow – Before Improvements

## *Workplace Layout*

- Batch operations
- Isolated processes
- Unknown status

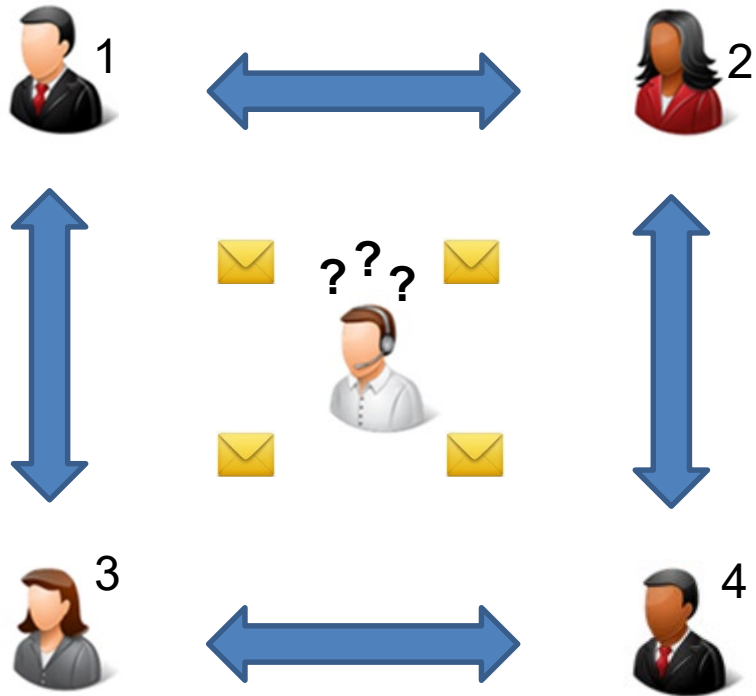


# Typical Flow – After Improvements





# Lean Flow In the Office



**Before Lean**  
**Shotgun Email Method**

Problems:

- Confusing
- Wasted Time
- Increased Costs

Combining two documents into one with Tracked Changes takes a **MINIMUM** of **15** steps to complete.

In this example, you are combining 4 documents which means you would need to complete the combine process 3 times:

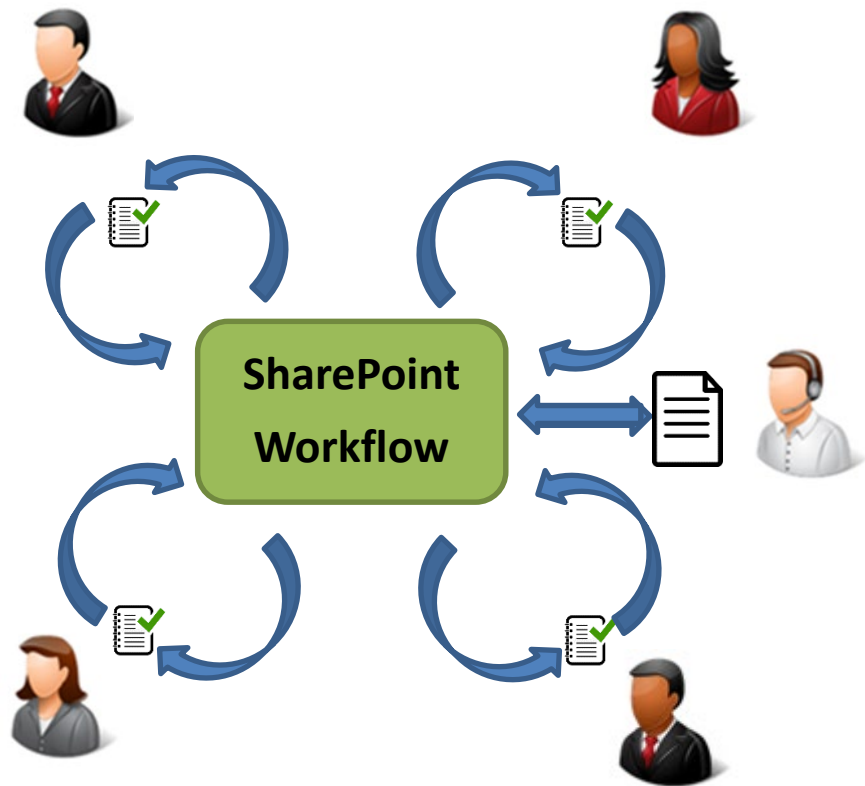
Document 1 + 2

Document (1 & 2) + 3

Document (1 & 2 & 3) + 4

TOTAL MINIMUM STEPS: **45**

# Lean Flow In the Office



**After Lean**  
SharePoint Workflow

## Benefits:

- Reduce Errors
- Improved flow, less confusion
- Decreased Costs

All changes are in ONE DOCUMENT with Tracked Changes. Processing this document now takes a **MINIMUM** of **5** steps to complete.

## **Before:**

TOTAL MINIMUM STEPS: **45**

## **After:**

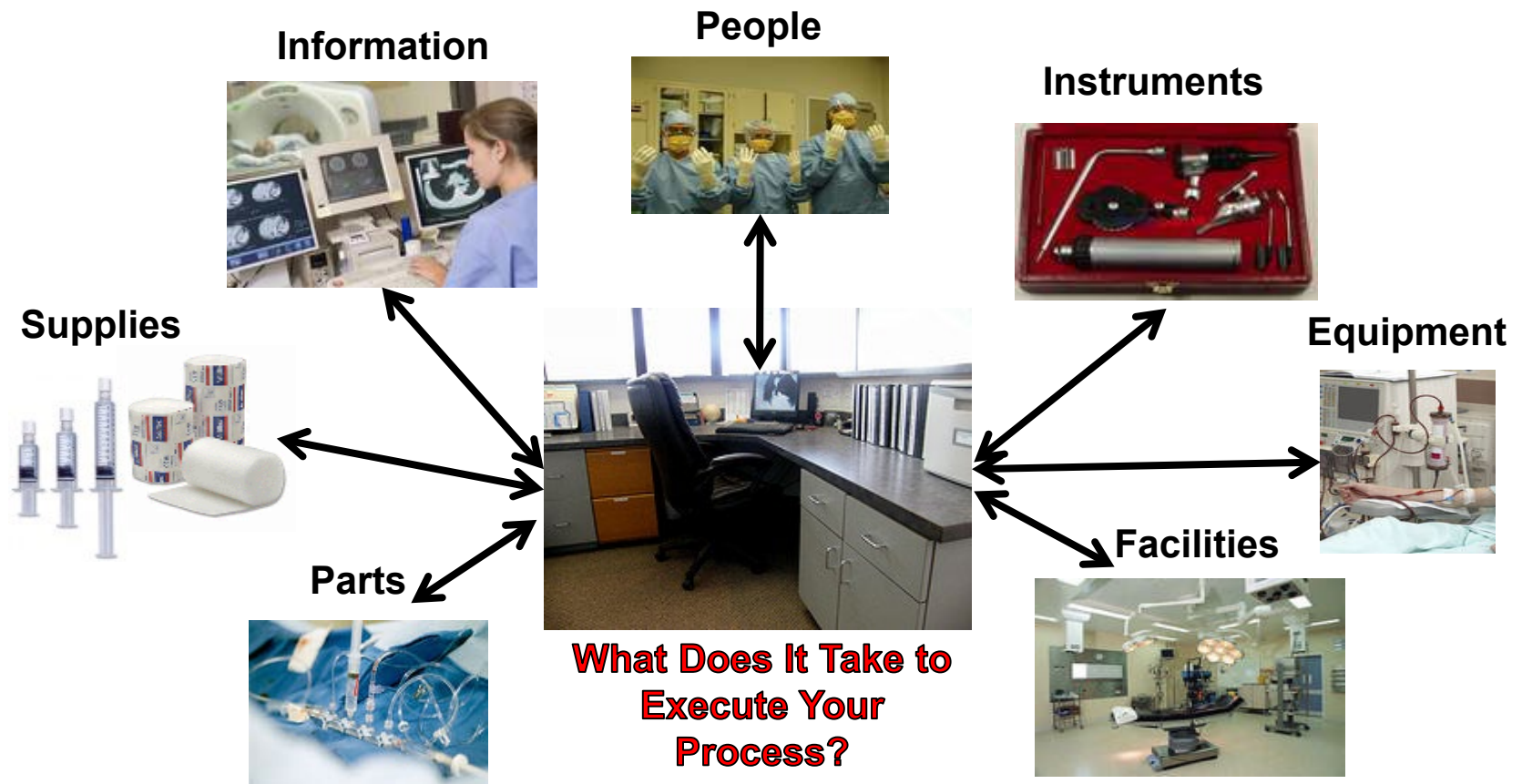
TOTAL MINIMUM STEPS: **5**

Total Reduction: 89% reduction

# Point of Use Systems (POUS)

POUS is a practice that ensures that the right information, parts, tools, equipment & people are available where & when needed.

***Are your workers treated like doctors in an operating room?***



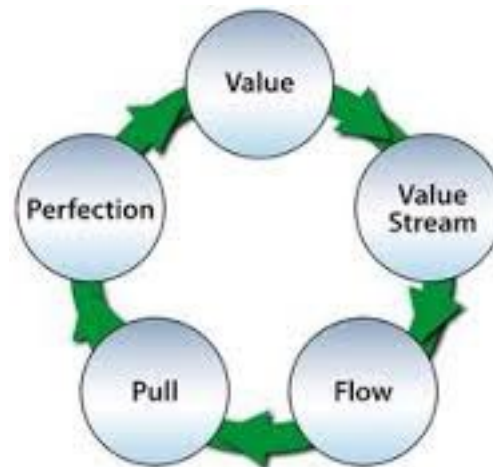
# POUS/Kitting Examples





# Lean Principles - Pull

- **Value** specified from the customer's perspective.
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- The customer can **Pull** value through the process.
- Continuous pursuit of **Perfection**.



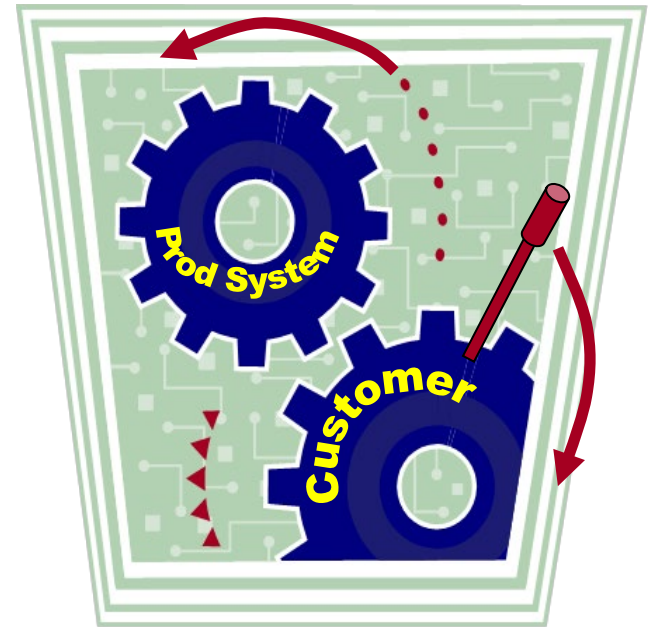
# Push vs. Pull

## Push:

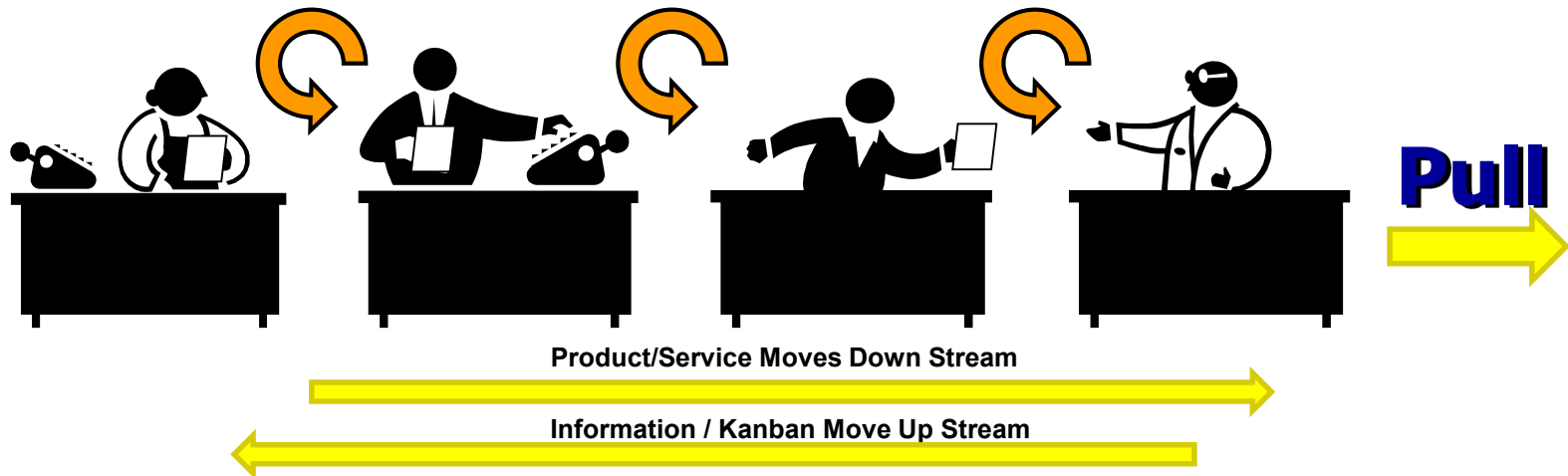
Work is pushed into the system or process based on forecasts or schedules.

## Pull:

A customer-driven system that produces and moves a product/service **ONLY** when the customer needs it.



# Pull Systems



## Let Customer's Pull Value

- No one upstream produces a good or service until the downstream customer asks for it.
- Replaces *"Ready or not here I come"* with *"OK, Now I'm ready"*.

## Requirements for Pull System

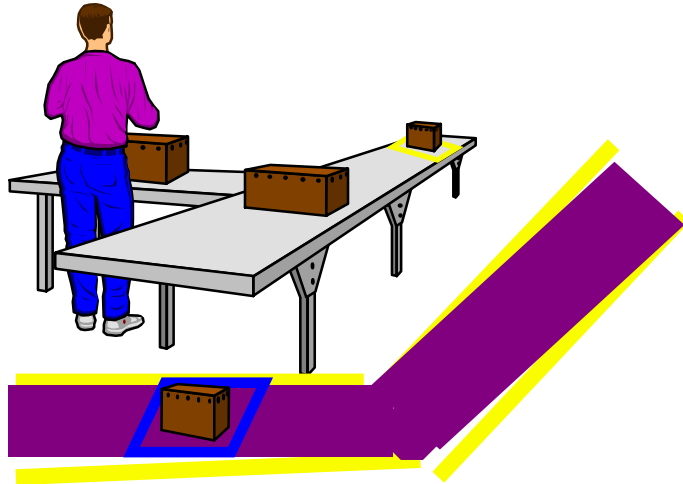
### • Elements

- Upstream Supplier
- Downstream Customer
- Visual Trigger (Kanban)

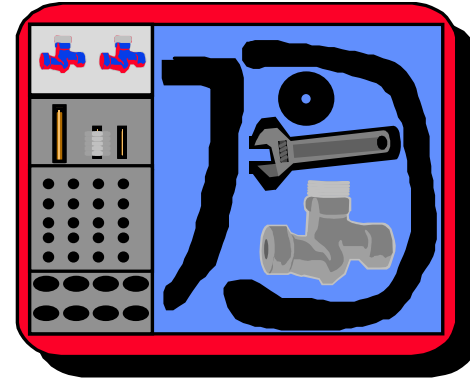
**Sequenced** - Use First In First Out (FIFO) lanes  
**Replenished** - Create supermarkets

# Types of Pull Signals (Kanbans)

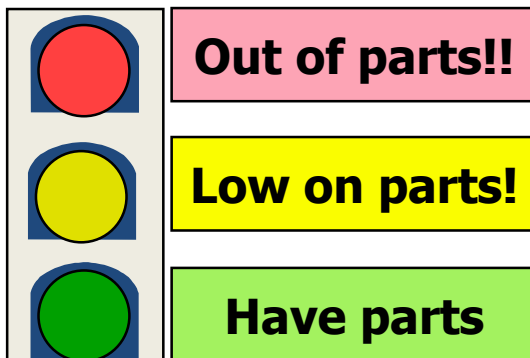
## Square on Floor



## Containers (Kits)



## Lights



## Cards

STOCKING LOCATION- 106-0			PROCESS	
ITEM # 406699			FABRICATION CELL -106	
DESCRIPTION TURBINE DISK			OPER.	DESC.
			10	ROUGH TURN
			20	.....
			30	.....
			40	.....
			50	.....
BOX CAPACITY	BOX TYPE	ISSUED #		
2	C-04	1 OF 4		



# Pull System Example

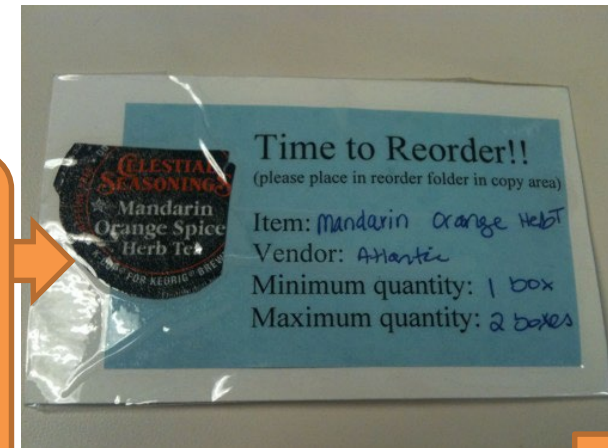
## Reordering Office Coffee



Step One: Remove Empty Box



Step Two: Locate New Box



Step Three: Pull Kanban

Step Six: Replace Stock



Step Four: Replace Box

To-Be  
Ordered

Awaiting  
Delivery

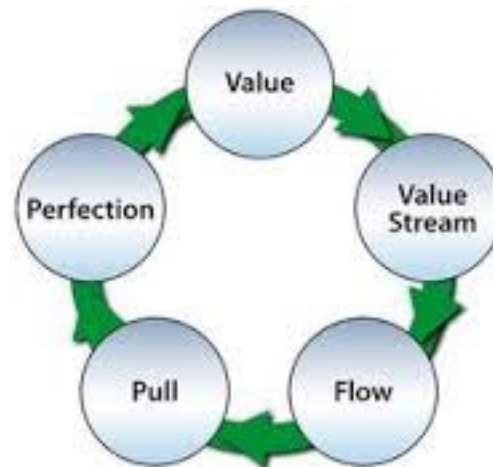


Step Five: Place Kanban in Reorder Pouch



# Lean Principles – Perfection

- **Value** specified from the customer's perspective.
- The **Value Stream** has been identified for each service.
- The product / service **Flows** without interruptions.
- The customer can **Pull** value through the process.
- Continuous pursuit of **Perfection**.



# Pursue Perfection

- Begins with understanding Lean Principles & visualizing the “perfect” process at the outset.
- **Look for ways to reduce or eliminate waste**
- Achieving the “Lot Size of 1”.
- **Achieving Continuous Flow.**
- Achieving a CPI Culture.



## You Can't Become Lean without Learning

**One Million** – That's how many ideas Toyota *implements* each year. Do the math: 3,000 ideas a day.

**Mostly tiny ones** by employees that view their role not to be simply doing the work, but taking it to the next level...every day, in some little way.

When an entire organization thinks lean, it becomes unstoppable.

