

## Identify & Quantify The Waste Workshop

- Overview** “At least 50% of continuous improvement is working on the right things.” Organizations that are able to engage people in making good, data-based decisions about what to work on, and then execute with laser focus reap huge gains. Inclusion is an important principle for gaining support and alignment. Creating the environment and building the skills and to do that are critical elements of a successful effort.
- Purpose** Identify and quantify the biggest opportunities, set priorities and develop an action plan for improvement. This plan will identify critical projects that encompass the entire business.
- Approach**
1. We develop a company-specific questionnaire which is designed to help you identify areas of waste, many of which may have previously gone unnoticed. The answers to the questions require historical financial and operational data on most aspects of the business.
  2. When you have completed the questionnaire, we review this information with you and help you pinpoint those areas with the greatest potential. You can then decide who should attend the workshop.
  3. We lead the workshop, which has the following main sections:
    - review of the answers to the questionnaire, to show people where the waste is
    - identification and quantification of major areas of waste
    - development of guidelines to help you decide which areas to attack first
    - agreement on the top 4 – 6 projects
    - definition of the scope of work, what results can be expected and by when and who will be involved
- Who should participate** A good diagonal cross-section of people who have the wherewithal to allocate resources to work on important projects and those who bring to the table a detailed knowledge of the work from a variety of perspectives.