1. Start here

This is a dialogue sheet, it is designed to promote good conversation.

Team members should distribute themselves equally around the sheet so each question can be read by at least one person easily. Take one question at a time, skip questions if you like. The person closest to the question should read out the question and take notes of the discussion.

Each person should get a chance to read and note at least one question.

2. How are you Lean?

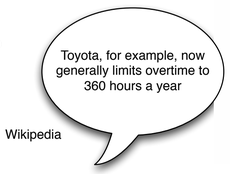
Make a list of the things you do which follow Lean thinking.

What are the most important three?

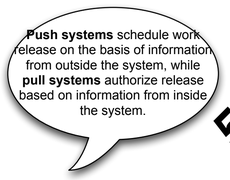
3. What Andon mechanisms do you have?

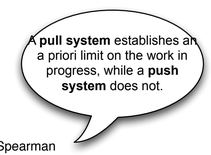
An Andon cord is a mechanism for indicating to team mates that you have a problem and need help.

What makes swarming effective?



4. What inventory do you hold?
Could this inventory be reduced?
Would lowering inventory levels disrupt flow?

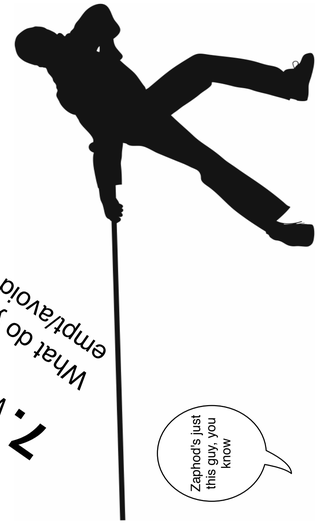




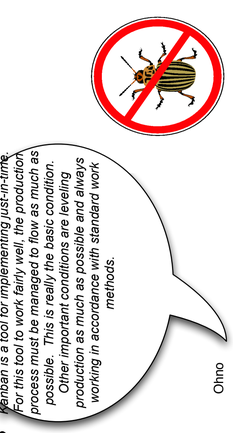
5. How do you define value?
How do you differenciate between value adding activities, and non-value adding activities?

Survey the dialogue sheet team members: how many have mapped their current value stream?

6. What practices do you follow to maintain quality?

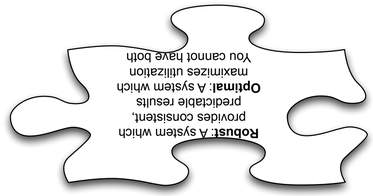


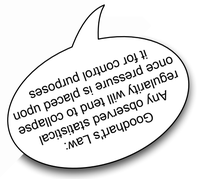
7. What disrupts flow?
What do you do to pre-empt/avoid disruption?



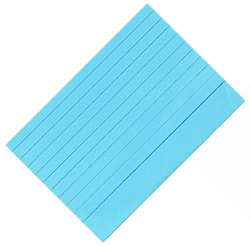
8. What do you aim for when improving your processes?
Response time?
Predictability?
Utilisation?

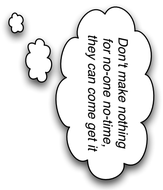
9. What insights has this sheet generated for you?



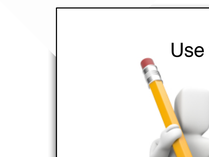


10. Nominate one team member to give a two minute summary of your findings





Use this space for notes, answers, etc.



Based on ideas from Royal Institute of Technology, KTH, Stockholm

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