

## What is a Rapid Process Improvement Event?

- Sometimes called a “Kaizen” (Continuous Improvement) Event
- Focused and short duration event that achieves *rapid and dramatic improvements*
- Short – 2-5 days
- Focused – Attendees don’t perform regular duties
- Results Oriented – Not successful if there isn’t a measureable change/improvement
  - Seek perfection – but don’t wait for perfection
- Participants come away empowered to affect change, and with a fuller understanding of the process, who is affected and how

## What is the Sequence We Use?

- Event Kickoff
  - Introductions & Icebreakers
  - Event Overview - What is the mission and how are we expected to accomplish it?
- Current State Analysis
  - Understand where we are to help us get where we want to go
  - Build a common understanding of the process
    - Who is involved? Who is affected? What are the requirements?
  - Identify waste/non-value adding activities
  - Perform Root Cause Analysis (RCA) to determine why waste or failures were occurring
- Future State Design
  - Brainstorm innovative and creative potential solutions
  - Select high benefit/easy to implement solutions first and then design implementation
- Improvement Testing
  - Does this work? What are the kinks?
  - Identify testing process as early as possible in the event to figure out coordination and enable rapid feedback
- Improvement Implementation
  - “What preparation does the workforce need so the improvement is fully effective the next business day?”
  - Is training required?
- Event Wrap-up
  - Event report – we use A3 format
  - Sustainability plan, 30-day list, and parking lot issues
  - Team Presentation to Leadership

