PART I – LEAN PRINCIPLES	
Introduction: Lean Thinking versus Muda	
Lean Thinking	 Lean thinking is doing more with less while providing customers exactly what they want when they want it Lean thinking is the antidote for wasteful activities (known as <i>muda</i> in Japanese) The five principles of <i>lean thinking</i> Specify Value – define value from the customers perspective ID the Value Stream – identify the set of value adding activities Ensure Flow – ensure that all value-creating steps in the value chain flow Establish Pull – let customer pull product as needed vs. pushing product Work to Perfection – use continuous improvement to seek perfection
Value	 Specifying <i>value</i> is the critical first step in lean thinking <i>Value</i> is defined by customer and expressed in terms of a specific product Typical problems with specifying <i>value</i>: American Value Issues – too focused on short term profits German Value Issues – too focused on gee whiz gadgets not needed by customer Japanese Value Issues – too focused on "buying Japanese" in relationships
Value Stream	 The value stream is the set of actions required to satisfy a customer need The value stream includes activities both internal and external to the firm A typical value stream consists of three different categories of steps or tasks: Problem Solving Tasks – from product conception, design, launch Information Management Tasks – from order taking to scheduling Physical Transformation Tasks – from raw material to delivery A value stream analysis identifies three types of actions that satisfy a customer need: Steps that do not create value, but are unavoidable (Type One Muda) Steps that do not create value, and are immediately avoidable (Type Two Muda) Work to eliminate the last two types of actions, since they are wasteful activities
Flow	 After eliminating muda from the value chain, ensure that remaining steps create <i>flow</i> Requires the elimination of 'departmental' and 'batch-and-queue' thinking <i>Continuous Flow</i> – product continuously worked from raw material to finished good Uses low-volume production as opposed to high volume assembly lines Aligns organizational design and employee incentives with creating value <i>Continuous flow</i> facilitates improvement in two ways: <i>Kaizen</i> – evolutionary change - continuous, incremental improvement <i>Kaikaku</i> – revolutionary change - radical improvement
Pull	 <i>Pull</i> is a method of manufacturing in which each process withdraws the parts it needs from the preceding process when it needs them, in the exact amount needed. In its purest form, <i>pull</i> uses customer need as a signal to begin all upstream activities Combats building an pushing unwanted goods/services (often thru discounts) Customer demand becomes more stable in a <i>pull</i> system
Perfection	 <i>Perfection</i> is a realistic goal once the first four principles of lean thinking are in place Transparency within the value chain ensures firms work towards adding value Employee incentives are aligned with improvement

STUDY GUIDE: Lean Thinking

Lean Enterprise	 A <i>lean enterprise</i> is a continuing conference of all concerned firms to create value Customer value is only maximized when firms implement lean thinking together Requires transparency in the activities of the company, suppliers, and customers
Muda ("Waste" in Japanese)	 Muda is any human activity which absorbs resources but creates no value Excess Inventory- Maintaining more parts than immediately needed - stockpiling Over Production - Running machines efficiently, but producing items not needed Excess Motion - Unnecessary product movements Human Touches - Unnecessary human movements Transportation - Unnecessary transportation of goods Waiting - Employees waiting for an upstream operation to deliver product Customer Defects - Goods and services which don't meet customer needs
Taiichi Ohno (1912 - 1990)	 <i>Taiichi Ohno</i> is a Toyota executive who defined lean thinking principles <i>Ohno</i> focused on achieving <i>continuous flow</i> and <i>pull</i> for low volume production Henry Ford achieved flow for high volume production, but w/excess inventory <i>Taiichi Ohno</i> focused on "quick change-overs" and "right-sized" machines to achieve flow in smaller lots with minimal inventory <i>Ohno</i> coined some catchy phrases "Companies making even a modest profit never use Lean Thinking" (i.e. sometimes it takes a crisis to make people want to change) "When you have lots of inventory, you are always a part short" <i>Ohno</i> helped establish the <i>Shingijutsu Company</i> to promote lean thinking (<i>Shingijutsu</i> means 'new technology' or 'better way' in Japanese)
Technology's Role in Lean Thinking	 Technology is important, but it is slowly impacts the majority the value chain Technology is a game rapid game changer in only a small portion of industries

Chapter 1 - Value

Chapters 1 – 5 include real world examples that support each of the five 'Lean Thinking' principles. I have not included information about these examples in this study sheet – consult the book for more details.

Value	> <i>Value</i> is defined by customer and expressed in terms of a specific product
How to Specify Value	 Challenge the traditional definitions of <i>value</i> This is difficult since producers typically want to make what they are currently making and customers only ask for a variant of what they are currently getting. Develop a dialog with customers to identify where tradeoffs can be made to increase the value to the customer (i.e. is delivery speed as important as quality) Define <i>value</i> by looking at the whole process and not just pieces of the process Maximizing each sub-process does not necessarily maximize the whole Establish a target cost for each process if no waste existed, and work towards target
	Chapter 2 – Value Stream
Value Stream	 Chapter 2 – Value Stream The value stream is the set of actions required to satisfy a customer need The value stream includes activities both within and external to the firm

Chapter 3 – Flow	
Flow	 Flow is when product is continuously worked from raw material to finished good Requires the elimination of 'departmental' and 'batch-and-queue' thinking
How to Establish Flow	 Focus on the actual object (the design, part order, product, etc.) Ignore traditional boundaries (job, careers, functions, departments) Rethink specific work practices to eliminate backflows, scrap, stoppages Implement the above three steps together
Where to Establish Flow	 Design Phase – cross-functional teams should use a Quality Functional Deployment (QFD) as the standard methodology to facilitate flow in the design process Order Taking – use takt time and visual controls to ensure production = sales Production – use heijunka, poke-yoke, jidoka, takt time, visual controls, 5 S's Also consider where design and production should take place (in-house or outsource)
Kaizen ("Ongoing change for the better" in Japanese)	 <i>Kaizen</i> is evolutionary change – continuous, incremental improvement <i>Kaizen</i> is a process involving a series of activities whereby <i>muda</i> is quickly eliminated by workers pooling ideas and increasing efficiency Typically emphasizes manual work operations rather than equipment
Kaikaku	Kaikaku is revolutionary change, or radical improvement with out-of-the-box solutions that fundamentally change the way an activity is performed
Heijunka	 <i>Heijunka</i> is smoothing variations in order flow unrelated to actual customer demand <i>Heijunka</i> is the process of level loading and sequencing the timing of production.
Jidoka	Jidoka is using automation with "human intelligence", giving machines the ability to shut down automatically in the case of defects
Poke-Yoke	> <i>Poke-Yoke</i> is mistake-proofing, or the use of fail-safe devices to prevent defects
Takt Time	 <i>Takt time</i> is the rate of production needed to synch output with customer demand <i>Takt Time</i> = Production Time / Required Production (i.e. if the demand is 10 widgets per hour, then the takt time is 6 minutes per widget)
Continuous Flow Time (a.k.a. Touch Time)	Continuous flow time is the actual time needed to perform a process if it is worked continuously from start to finish (without interruption) – also referred to as touch time
Cycle Time	 <i>Cycle time</i> is the total time required for a task to be complete. Elements include processing time (<i>takt time</i>) as well as travel & queue time
Lead Time	 Lead time is the total time to go from raw inventory to the finished product. 'Order to Remittance Lead Time' refers to the total time from when an order is placed until the finished product is shipped.
Visual Control	 <i>Visual Control</i> is a method where all can tell at a glance if a process is in control <i>Andon Board</i> – a status board that serves as a commo, discipline, & pacing tool.
5 S's	 The 5S's are building blocks for shop floor discipline and control The 5S's are five practices leading to a clean and manageable work area Seiri (organization) – Sort Seiton (orderliness) – Standardize Seiso (purity) – Sweep Seiketsu (cleanliness) – Simplify Shitsuke (discipline) – Self Discipline

STUDY GUIDE: Lean Thinking

Chapter 4 – Pull	
Pull	 <i>Pull</i> is a system in which each process withdraws the parts it needs from the preceding process when it needs them, in the exact amount needed. In its purest form, <i>pull</i> uses customer need as a signal to begin all upstream activities Combats building an pushing unwanted goods/services (often thru discounts) Customer demand becomes more stable in a pull system
Created Demand	Created demand is when part orders are made based on inaccurate forecasts, thus creating supply strains that are unrelated to actual customer demand
Chapter 5 – Perfection	
Perfection	 <i>Perfection</i> is a realistic goal once the first four principles of lean thinking are in place Transparency within the value chain ensures firms work towards adding value Employee incentives are aligned with improvement Perfection is pursued in relentless, repetitive kaizen events Radical changes (<i>kaikaku</i>) make further improvements by reinventing processes
Policy Deployment	 Policy Deployment is critical for successfully implementing lean thinking Agree on a few simple goals for transitioning from mass to lean thinking Select a few projects to achieve these goals Designate the resources for getting projects done Establish numerical improvement targets and a timetable

PART II – FROM LEAN THINKING TO ACTION

Chapter 6 – 10: Examples

Chapters 6 - 10 provide detailed examples of where 'Lean Thinking' principles have been successfully implemented in small and large companies, both domestically and internationally. The below summary only highlights key points.

Chapter 6	> Lancaster Technologies (Louisville, KY)
The Simple Case	Produces "stretch-wranning" machines
(Lancaster Technologies)	 Stretches plastic around pallets vs "shrink-wranning" which melts plastic
(Key Players – Pat Lancaster (Founder/CEO) Ron Hicks (Change Agent)
	rich richers - rich Zundaster (rounder, elle), rich riches (enange rigent)
	> Chapter Highlights
	 Chapter Highinghts The company historically used 'departmental' and 'batch-and-queue' thinking <i>Production</i> – Mfg. made batches of 10-15 machines, but each customer bought only bought one: lead time was 16 weeks, but touch time was 3 days <i>Order Taking</i> – Departments processed each order in silos and expediters ensured delivery: cycle time was 14 days, touch time was 2 days <i>Product Development</i> – 1 year for improvement, 3-4 years for new product LanTech lost it's patent protection and competition increased, creating a crisis The company tried several ideas to solve problems – reorganization, TQM, "Max-Flex" production (inventory), and MRP system – but nothing worked Ron Hicks was hired to implement lean thinking techniques in Production <i>Kaikaku</i> – created production cells and established flow/pull <i>Kaizen</i> – implemented standard work, takt time, quick changeover Pat Lancaster then focused on the Order Taking and Product Launch processes Established standard pricing and eliminated expediting and MRP scheduling Created dedicated, cross-functional product teams to launch new products
Chanter 7	Wiremold Company (Hartford CT)
A Harder Case	• A global company making routing systems for power voice, and data wiring as
A Harder Case (Wiremold Company)	 A global company making routing systems for power, voice, and data wiring, as well as other electrical equipment (i.e. surge protectors and line conditioners)
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Chapter 8 The Acid Test (Pratt & Whitney)	 <u>Pratt & Whitney (Hartford, CT)</u> Produces aircraft engines Key Players – Mark Coran (EVP for Operations), Bob D'Amore (Change Agent), Karl Krapek (Change Agent) <u>Chapter Highlights</u> Pratt & Whitney evolved from a specialty machining company into a leading producer of highly engineered aircraft engines The company used classic "batch-and-queue" production and large, specialized machinery to create products Deregulation of the U.S. airline industry, quality problems, Boeing's redesign of the 737, and GEAE competition created business problems from Pratt in the 80's The company tried several ideas to solve problems – including production, facility, and business unit reorganization – but profitability still slipped Mark Coran was bired to implement lean thinking techniques at Pratt
	 Bob D'Amore led initial kaizen events but ran into many roadblocks Karl Krapek was brought in for additional support Reorganized Pratt by product Removed anchor draggers Replaced large, complex machines ('monuments') w/right sized equipment
Chapter 9 Lean Thinking versus German Technik (Porsche Company)	 Porsche Company (Stuttgart, Germany) Produces sports cars Key Players – Wendelin Wiedeking (Ops Director →Chairman, Change Agent) Chapter Highlights (Porche) Porsche's evolved from a specialty engineering consulting firm for the auto industry to a maker of highly engineered, specialty sports cars

Chapter 10	Showa Manufacturing (Japan)
Mighty Toyota; Tiny	Produces large industrial products
Showa	• Key Players – Tetuo Yamamoto (President), Taiichi Ohno (Change Agent)
(Showa Manufacturing)	Showa Highlights
(Toyota Company)	• Demand for Showa's industrial products slumped after the 2 nd oil crisis in 1979
	 Showa relocated to a modern plant in an attempt to cut cost – w/o success
	Taiichi Ohno was hired as a consultant to help fix Showa's problems
	 A kaikaku campaign changed batch processing to continuous flow
	Tetuo Yamamoto completely revised Showa's product offerings
	 Showa's traditional product line had no growth potential, so Yamamoto took
	advantage of lean company to transition to new product
	Toursta Commony (Long)
	<u>Toyota Company (Japan)</u> Droduces large sutemphiles
	 Produces large automobiles Kay Davara – Saltishi Tayada (Tayata Crayn Fayndar), Taitahi Ohna (Changa)
	• Key Players – Sakichi Toyoda (Toyota Group Founder), Tanchi Onno (Change
	Agent) > Toyota Highlights
	 Sakichi Toyoda established lean concents in production – automation and line
	stopping whenever a mistake was made to ID rood cause & eliminate defects
	 Taijchi Ohno built upon these principles and institutionalized them
	 Simplified operator tasks so that one person could man multiple machines
	 Eliminated inventory with continuous flow and kanban system
	 Created right-sized machines and implemented cellular manufacturing
Chapter 11 – An Action Plan	
This chapter provides an action plan & timeline for implementing lean thinking within an organization.	
Getting Started	Find a Change Agent – identify an internal or external employee w/correct mindset
(First 6 months)	 Get Lean Knowledge – lean knowledge is not needed at outset, but learn
	\succ Find a Crisis – a crisis (real or created) is ideal to help drive change
	> Map Value Streams – map both physical and information flows
	> Begin Kaikaku – pick a problem area, do something immediately, achieve results
	Expand Your Scope – achieve dramatic/visible results, and use momentum
Create a New	Reorganize by Product Family – organizations should focus on creating value
Organization	Create a Lean Function – best bet is to combine quality department w/change agent
(6 months - Y ear 2)	> Develop Policy for Excess People – don't lay-off people because of lean improvement
	Develop Growth Strategy – use excess people (from above) to grow the business Remove Anabar Draggers – if managers and employees don't abange remove them
	Instill "Parfaction" Mindset - continually refine improvements with multiple kaizen
	<i>reflection minuser</i> – continuary terme improvements with multiple karzen
Install Business	> Initiate Policy Deployment – use "just do it" to get lean thinking started, but once
Systems	things are moving you need policy changes to make the lean approach self-sustaining
(Year 3 - 4)	> Introduce Lean Accounting – Activity Based Costing is ok, but lean thinking allows
	you to more accurately use direct product costing
	> Tie Pay to Firm Performance – pay market wages with a hefty bonus if firm succeeds
	Implement Transparency – continually measure and benchmark internal performance
	Introduce Lean Learning – establish a training program that maximizes benefits
	Find Right Sized Tools – rethink your machinery and modify/eliminate 'monuments'
Comerciato di	
Complete the	Involve Suppliers/Customers – help fix supplier/customer issues and share the savings Develop Clobal Suppliers/Customers – help fix supplier/customer issues and share the savings
(Voor 5)	<i>r</i> Develop Global Strategy – Implement lean thinking to support each global market
(1 cal 3)	<i>r Transmon to bottom-up</i> – tean uninking may start top-down, but shift to bottom-up

PART III – FROM LEAN THINKING TO ACTION

Chapter 12: A Channel for the Stream; a Valley for the Channel

This chapter defines and expands upon the concept of implementing a lean enterprise.

Lean Enterprise	 A <i>lean enterprise</i> is a continuing conference of all concerned firms to create value Customer value is only maximized when firms implement lean thinking together Requires transparency in the activities of the company, suppliers, and customers
Industrial 'Cold War'	 Firms typically work to maximize value to the customer in terms of what they provide, but fail to maximize the value chain for the customer For example, in the travel industry the airline, taxi, hotel, rental car, tour firms each maximize their own value w/o maximizing travel system for customer A cold war exists since firms never really work together - each try to grab a bigger piece of the pie instead of maximizing the industry value chain for the customer Firms in the same value stream should negotiate principles for joint behavior Define value jointly, and establish target costs for the value stream product All firms must make an adequate return based upon what customer will pay Firms must work together to identify & eliminate muda in value stream Every firm has the right to examine any other activity in the value stream
Alternating Careers	 Career progression should be between cross-functional team roles and functional roles Lean thinking emphasizes cross-functional teams that are aligned by product Functional departments will have a diminished role in a lean enterprise, but will systematize current knowledge, teach it others, and search for new knowledge
Cultural Challenges to the Lean Enterprise	 American Challenges – overcome the "every firm for itself" mentality German Challenges – overcome reluctance to work in horizontal work teams Japanese Challenges – overcome issues with vertical functions and globalization
Chapter 13 – Dreaming About Perfection	
	Chapter 13 – Dreaming About Perfection
This chapter prov	Chapter 13 – Dreaming About Perfection vides examples of what a lean enterprise might achieve in different value streams.
This chapter prov	 Chapter 13 – Dreaming About Perfection vides examples of what a lean enterprise might achieve in different value streams. Current Problems Airline travel is "batch-and-queue" – customers "batched" at hubs and "queued" to wait for connecting flights The customer values speed, low-cost, simplicity Lean Thinking Solutions Direct flights between small cities, eliminate check in and baggage handling by having customers report directly to flight, use smaller airports with less overhead
This chapter prov Long Distance Travel Medical Care	 Chapter 13 – Dreaming About Perfection vides examples of what a lean enterprise might achieve in different value streams. Current Problems Airline travel is "batch-and-queue" – customers "batched" at hubs and "queued" to wait for connecting flights The customer values speed, low-cost, simplicity Lean Thinking Solutions Direct flights between small cities, eliminate check in and baggage handling by having customers report directly to flight, use smaller airports with less overhead Current Problems Medical treatment is "batch-and-queue" – patients are referred to and wait for specialists and are sent to centralized locations for lab & equipment testing The customer values fast, low-cost, and quality medical care Lean Thinking Solutions Multi-skilled, cross-functional medical teams and right-sized medical equipment

STUDY GUIDE: Lean Thinking

Construction	<u>Current Problems</u>
	 Office and house construction takes too long, requiring too much inventory & rework, and the finished product typically has unfinished work/quality problems The customer values speed, low-cost, and quality construction Lean Thinking Solutions Better communication between buyers, builders, and contractors would allow precise orders thru value specification Flow production would allow house to be built in 1 week after order w/factory-made components Reduced inventory and rework would cut costs
Short Range Personal	<u>Current Problems</u>
Mobility	 The auto industry is inefficient at providing optimal personal mobility, and requires customer time to find insurance, maintenance, fueling, and cleaning Customer wants low cost transportation without hassle Lean Thinking Solutions A company that provides a car with insurance, maintenance, fueling, cleaning, and replacement vehicles to a customer, while allowing transparent pricing The company benefits from predictable demand flows, reduction of dealership inventory, volume discounts, and better recycling of used vehicles