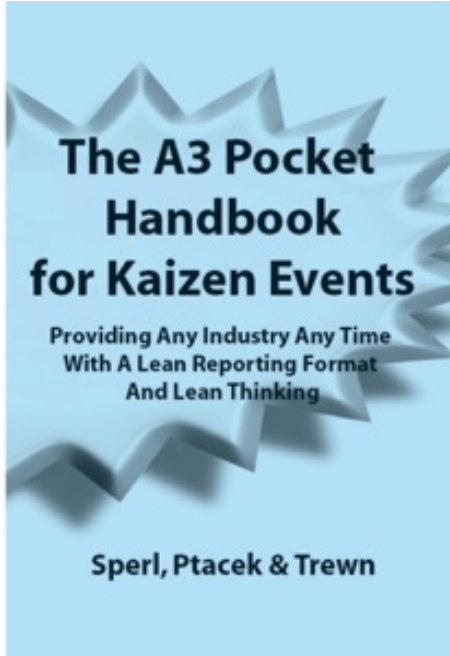


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3. Provide a road map for continuous improvement projects if no other methodology (i.e., PDCA, D-M-A-I-C, etc.) is used.
4. Provide Lean Thinking Statement assessments at the end of each section for employees to think Lean and continue their engagement.
5. Be a repository of thoughts, ideas, and any action items that may be assigned, etc.
6. Retain organizational knowledge by being a personal detailed log of the Kaizen Event to be shared and/or

referenced later.

7. Provide immediate access to the A3 Report file via a Dropbox link.

Each project (i.e., challenge) uses a variety of Lean Six Sigma tools. No project will require every tool listed in this book or that the same tools be applied in exactly the same order. However, if you follow a structured methodology and use the A3 Report format, you will find projects will become easier to execute - especially as employees understand, learn, and experience success. As your familiarity and experience with applying the A3 Report format increases, so will your ability to effectively select the appropriate tools.

To effectively use this book:

Navigate the A3 Report as you progress through the project (starting at the top left of the report moving vertically to the bottom right).

Complete the A3 Report (*i.e., link provided to Excel file via Dropbox*) as you learn and apply the tools to the project:

1. Go to the A3 Report section you are working on.
2. Review Tools and Sensei Tips for that stage of your project.
3. Ensure the Key Questions are appropriately addressed.
4. Complete the relevant section of the A3 Report by populating the appropriate section of the file provided.
5. Document My Action Items that you (or a sub-team) are responsible for.
6. Complete the Lean Thinking Statement assessments to reinforce the team s direction as well as your continued involvement in the project.
7. Complete the For Future Reference section to retain organizational knowledge.

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