

# Standard Work Checklist

## PREPARATION STEPS

- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- Label top of the whiteboard as “Standard Work Checklist”
- Have Standard Work audio loaded on device and ready to play aloud during the session
- Prepare a copy of the Standard Work Notes for each person to be trained
- If needed, refresh your own knowledge of the Lean Management System – see The Essence of Lean Chapter 4, pp. 50-52
- Preview listen to the Standard Work audio

### 1) Welcome the team and explain the purpose of the session

- Give out the Notes copies
- Explain that the purpose of the session is to provide management personnel with an introduction to the management practice of standard work

*The objectives of the session are to learn:*

*a) What is standard work?*

*b) How does standard work contribute to the Lean management system?*

*c) How to organize and implement standard work?*

### 2) Listen to podcast: “Standard Work” (17 minutes, 49 seconds)

### 3) Ask them to explain what they just heard (in their own words)

### 4) Choose a common process (e.g. providing a particular kind of service to a particular kind of customer) and ask them to define no more than 12 steps that are needed to complete the process.

Write the name of the selected process on the whiteboard and then list each step on the board in the form of a draft Standard Work checklist. This may require a few iterations of erasing and changing steps until you come up with something acceptable.

### 5) Optional assignment to be completed by \_\_\_\_\_ (date)

The facilitator will assign a team of attendees to finalize the Standard Work checklist developed on the board and then obtain approval. Following approval, the team will post the Standard Work checklist and train the appropriate workers on its use (through stand-up meetings and/or gemba walks.)