

# Pre-Event Planning Checklist

Process Owner = KPO

Event Dates: \_\_\_\_\_

Team 1: \_\_\_\_\_

Team 2: \_\_\_\_\_

Team 3: \_\_\_\_\_

Team 4: \_\_\_\_\_

Pre-Event Categories	Required Activities	By Whom	Timing		Actual Completion Date	Status %			
			Recommended						
			T-minus*	Date					
<b>1</b> Event Selection/ Definition	1.1 Identify next kaizen opportunity and date	SLT, VSM, KPO	-30			25	50	75	100
	1.2 Verify schedule with facilitator/consultant	KPO	-45			25	50	75	100
	1.3 Identify TL, prepare Profile & submit to executive sponsor	SLT, VSM, KPO, TL	-15			25	50	75	100
	1.4 Receive approved Profile	VSM	-10			25	50	75	100
	1.5 Finalize Team	SLT, VSM, KPO, TL	-9			25	50	75	100
<b>2</b> Communication	2.1 Develop Kaizen Week At-A-Glance Schedule	KPO	-10			25	50	75	100
	2.2 Conduct event orientation meeting with Team	VSM, KPO, TL	-8			25	50	75	100
	2.3 Apprise local management and out-of-town guests of event schedule, Profile, etc. Ensure required mgmt/supervisors will be present for team leader mtgs and report-out	KPO	-8			25	50	75	100
	2.4 Provide specific communication to kaizen affected workers (support and targeted processes)	VSM, Dept Mgr, KPO				25	50	75	100
	2.5 Provide general communication to the site	VSM	-5			25	50	75	100
<b>3</b> Pre-Work	3.1 Prepare Target Sheet	VSM, KPO, TL	-9			25	50	75	100
	3.2 Identify/Address perceived barriers	VSM, SLT, KPO	-8			25	50	75	100
	3.3 Prepare/Perform data collection and analysis as appropriate	KPO, TL	-5			25	50	75	100
<b>4</b> Logistics	4.1 Reserve main conference room and team break-out rooms	KPO	-10			25	50	75	100
	4.2 Arrange for food and beverages	KPO	-5			25	50	75	100
	4.3 Procure/prepare recognition awards	KPO	-5			25	50	75	100
	4.4 Ensure items reflected on Kaizen Team Supply List are present	KPO	-5			25	50	75	100
	4.5 Ensure petty cash available, company credit card, etc.	TBD	-5			25	50	75	100
	4.6 Arrange security access/clearances for consultant and other visitors	KPO	-5			25	50	75	100

KPO = Kaizen Promotion Officer, SLT = Site Leadership Team, VSM = Value Stream Mgr, TL = Kaizen Event Team Leader

\* = - Minimum Number of Business Days from the Event Kick-off Date