

# Lean Event Preparation Checklist

## Part 3 of 3 – LOGISTICS

- Develop list of likely tools and templates
- Develop detailed Event schedule
- Obtain Belbin profile of team
- Conduct pre-Event training
  - Develop training plan (specific tools and topics related to the Event).
  - Deliver skills training.
  - Deliver safety training (especially for manufacturing Events).
- Schedule key stakeholder(s) across Event
  - Schedule Sponsor for kickoff.
  - Schedule key stakeholders for mid-Event review.
  - Schedule key stakeholders for end-of-Event review.
- Schedule Event room(s)
  - Book primary Event room.
  - Book locations for mid-Event and end-of-Event reviews.
- Schedule supporting areas (IT, HR, Maintenance, Finance, etc.) and subject matter experts (SMEs)
  - Meet with key support areas and SMEs to provide insight into their roles within the Event.
- Select and schedule meals, snacks, and beverages
- Procure supplies
  - Computers.       Markers.       Post-it®Notes.       Stopwatches.       Other.
  - Printers.       Flipcharts.       Projector.       Paper.
- Print poster-size slides and worksheets
  - Charter.       Team ground rules.       RACI.       Other.
  - Belbin profile matrix.       Schedule.       Benefits-effort matrix.
- Communicate Event details to area leaders and process performers
- Agree on method of team recognition
- Plan social activity or celebration for last day of Event
- Properly inform labor unions
- If Event will result in production stoppages, pre-build necessary inventory to ensure supply