

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