

# Lean Process Layouts Course Outline

## Lesson 1 | Data Drives Lean

- Focus efforts on projects that lead to tangible savings.
- Calculation techniques to generate data include: Time studies, equipment loading, TAKT time, staffing requirements, process yields, and COQ.
- Sample Worksheets covered include: Lean Project Summary; Cell Target Worksheet; Data Collection Form for Basic Equipment and Utility Parameters; Value-Adding Analysis Worksheet; Process Change-Over/Setup Worksheet; Set-Up Reduction Worksheet; and Lot Size Worksheet.

## Lesson 2 | Layout Options

- Improved layouts are about moving cubic feet (not numbers of items), eliminating crossover points, arranging the process in the natural flow order; linking processes to minimize time and distance; moving equipment together to simulate a continuous process flow; and putting internal customers and suppliers next to each other.
- Be careful to identify anchors or monuments; do not move them.
- Typical layout options are explored.

## Challenge

- An assessment of the learner's progress in this course.