

Visual Management Workbook

Section 1: Kanban Board Template

* Project/Process:

* Columns: (e.g., To Do, In Progress, Review, Done)

* Column 1:

* Column 2:

* Column 3:

* Column 4:

* Visual Elements: (e.g., Task cards, color coding, swimlanes)

* * Section 2: Scheduling Board Template

* Project/Task:

* Timeline:

* Assigned Resources:

* Visual Indicators: (e.g., Progress bars, status icons)

* * Section 3: KPI Dashboard Template

* Key Performance Indicators (KPIs):

* KPI 1:

* KPI 2:

* KPI 3:

* Visual Representation: (e.g., Graphs, charts, gauges)

* * * Target Values:

Section 4: Visual Management Standards

* Standard Operating Procedures (SOPs):

* Best Practices:

5S Audit Checklist

* Workspace/Area: _____ Date: _____ Auditor: _____

* 1. Sort (Seiri):

* ☐ Yes ☐ No ☐ N/A: Unnecessary items removed?

* Notes:

* 2. Set in Order (Seiton):

* ☐ Yes ☐ No ☐ N/A: Items have assigned locations?

* Notes:

* 3. Shine (Seiso):

* ☐ Yes ☐ No ☐ N/A: Workspace clean?

* Notes:

* 4. Standardize (Seiketsu):

* ☐ Yes ☐ No ☐ N/A: Standards in place?

* Notes:

* 5. Sustain (Shitsuke):

* ☐ Yes ☐ No ☐ N/A: 5S maintained?

* Notes:

Kaizen Event Checklist

* Event Title: _____ Date: _____

* Planning:

* ☐ Event charter created?

* ☐ Team selected?

* ☐ Logistics arranged?

* Conducting:

* ☐ Current state mapped?

* ☐ Root cause analysis done?

* ☐ Solutions brainstormed?

* Follow-up:

* ☐ Action plan developed?

* ☐ Implementation tracked?

* ☐ Results measured?

Gemba Walk Checklist

* Area/Process: _____ Date: _____

* Observation:

* ☐ Process flow observed?

* ☐ Waste identified?

* ☐ Safety concerns noted?

* Questions:

* ☐ Operators questioned?

* ☐ Process details clarified?

* Feedback:

* ☐ Positive feedback given?

* ☐ Improvement suggestions made?

Waste Identification Checklist

* Area/Process: _____ Date: _____

* Transportation:

* ☐ Unnecessary movement?

* Notes:

* Inventory:

* ☐ Excess inventory?

* Notes:

* Motion:

* ☐ Unnecessary movement by people?

* Notes:

* Waiting:

* ☐ Idle time?

* Notes:

* Over-processing:

* ☐ Unnecessary steps?

* Notes:

* Overproduction:

* ☐ Producing more than needed?

* Notes:

* Defects:

* ☐ Rework or scrap?

* Notes:

Standard Work Checklist

* Document Title: _____ Date: _____

* Clarity:

* ☐ Steps clearly defined?

* ☐ Visual aids included?

* Conciseness:

* ☐ Unnecessary details removed?

* ☐ Easy to follow?

* Up-to-Date:

* ☐ Regularly reviewed?

* ☐ Revisions documented?