

## Brainstorming Ideas Workbook

### Section 1: Defining the Challenge/Opportunity

- **Topic/Challenge/Opportunity:**

- **Desired Outcome:**

- **Key Constraints/Considerations:**

### Section 2: Individual Brainstorming

- **Method:** (e.g., Free association, mind mapping, writing)

- **Ideas:**

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- (Add more lines as needed)

### Section 3: Group Brainstorming (if applicable)

- **Method:** (e.g., Round robin, brainstorming with sticky notes, online whiteboard)

- **Generated Ideas:**

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- (Add more lines as needed)

### Section 4: Idea Categorization/Clustering

- **Categories:** (e.g., Feasible, Innovative, Cost-effective, Quick wins)

- **Categorized Ideas:**

- Category 1:

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- Category 2:

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- Category 3:

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- (Add more categories as needed)

### Section 5: Idea Prioritization

- **Method:** (e.g., Impact/Effort matrix, dot voting, weighted scoring)

- **Prioritized Ideas:**

- Rank 1:

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- Rank 2:

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- Rank 3:

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- (Add more ranks as needed)

## Section 6: Actionable Next Steps

- **Selected Idea(s):**

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- **Actionable Steps:**

- Step 1:

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- Step 2:

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- Step 3:

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- **Responsible Person(s):**

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- **Timeline:**

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- Value Stream Mapping Workbook
- Section 1: Current State Map
- \* Process Flow Diagram: (Draw or attach a visual representation of the current flow)
- \* Data Boxes: (Include key metrics like cycle time, lead time, inventory, etc.)
- Section 2: Key Metrics
- \* Lead Time:

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- \* Cycle Time:

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- \* Takt Time:

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- \* Other Key Metrics:

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- Section 3: Waste Identification
- \* Identified Wastes (TIMWOOD):
- \* Transportation:

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- \* Inventory:

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- \* Motion:

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- \* Waiting:

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- \* Over-processing:

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- \* Overproduction:

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- \* Defects:
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- \* Waste Elimination Ideas:

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- Section 4: Future State Map

- \* Future State Process Flow Diagram: (Draw or attach a visual representation of the improved flow)

- \* Future State Data Boxes: (Include target metrics)

- Section 5: Improvement Opportunities

- \* Improvement Opportunities:

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- \* Action Plan for Improvements:
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