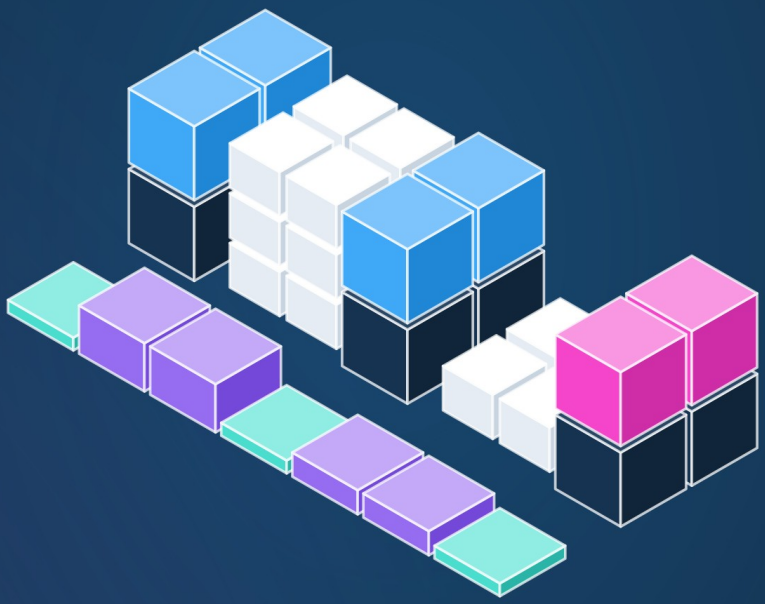
OPERATIONS INSIDER

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THE MANAGER'S VALUE STREAM MAPPING QUICK START CHECKLIST

Score one product family in one hour, with evidence you can point at.



SEE THE FLOW. COUNT THE DAYS.

START HERE

How to Use This Check

One product family, one hour with the people who run it, twenty-five statements, one number.

01 LOOK	02 SCORE	03 ACT
Put the real things on the table: the latest map, the data boxes, the inventory count, the plan. Do not score from memory.	Score each statement from 0 to 4. Without a map, a sheet or a board you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across families or areas.
3	Mostly in place and visible on the map and in the data.
4	Consistently in place, visible, reviewed and improved.

WHY THE WHOLE STREAM

Most plants improve single processes and wonder why the customer feels nothing. A part spends minutes in the processes and days between them. Only a look at the whole stream shows where the days are.

Before You Start

- **Scope:** one product family from receiving to shipping in one plant.
- **Evidence:** the product family matrix, the current state map, data boxes, the inventory count, the future state map and the value stream plan.
- **Tone:** you check how the stream is seen and steered, not how hard people work in each department.

THE CHECK

01 Scope and Product Family

NO.	CHECK	SCORE 0 TO 4
01	Products are grouped into families with a product family matrix that shows which products run through which process steps.	
02	One product family was chosen for mapping for a written reason such as revenue share, delivery problems or inventory.	
03	The map covers the stream from door to door, from receiving to shipping, and the start and end points are written down.	
04	One person is named as value stream manager for the family across all departments and reports to plant management.	
05	Customer demand per day, the pack quantity and the delivery frequency of the family are known and not older than three months.	

02 Data From the Shop Floor

NO.	CHECK	SCORE 0 TO 4
06	The team walked the whole stream in person within one day, starting at shipping and moving upstream.	
07	Every process has a data box with cycle time, changeover time, uptime, first pass yield, operators and batch interval.	
08	Cycle times were measured with a stopwatch over at least ten cycles and not copied from the planning system.	
09	Inventory was counted in pieces at every point of the stream on the day of the walk.	
10	The information flow is recorded: who tells each process what to make next, how often and by which medium.	

THE CHECK

03 Current State Map and Lead Time

NO.	CHECK	SCORE 0 TO 4
11	A current state map exists on one sheet, drawn by hand by the team, and it is not older than twelve months.	
12	Inventory at every point is converted into days of customer demand.	
13	The lead time ladder shows total lead time and value-added time, and the flow efficiency is calculated.	
14	Takt time is calculated from customer demand and available time and compared with every cycle time.	
15	The map shows where material is pushed, how many points receive a schedule and where material waits longest.	

04 Future State Design

NO.	CHECK	SCORE 0 TO 4
16	A future state map exists that can be reached within twelve months and has a target lead time.	
17	The design shows where continuous flow is possible and where supermarkets or FIFO lanes with a maximum connect the processes.	
18	One pacemaker process is defined, and it is the only point that receives the production schedule.	
19	Mix and volume are leveled at the pacemaker in a defined pitch.	
20	Supermarkets are sized by calculation from demand, replenishment interval, buffer and safety, and the process improvements the design needs are marked on the map.	

THE CHECK

05 Plan and Reviews

NO.	CHECK	SCORE 0 TO 4
21	The future state is divided into loops, and the loops have a sequence.	
22	A value stream plan on one page shows actions, measurable targets, owners and dates for each loop.	
23	The value stream manager reviews the plan every month at the place where the work happens.	
24	Lead time, inventory in days, on-time delivery and first pass yield of the stream are measured monthly against the plan.	
25	When the future state is reached it becomes the current state, and a new future state is drawn within twelve months.	

Your Result

BLOCK	POINTS	OUT OF
01 Scope and Product Family		20
02 Data From the Shop Floor		20
03 Current State Map and Lead Time		20
04 Future State Design		20
05 Plan and Reviews		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you how well the plant sees its own flow. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Departments. Every area improves itself, nobody owns the time between the areas.	Build the product family matrix. Choose one family and name its manager.
40 to 59	A map on the wall. The current state was drawn once, nothing followed from it.	Walk the stream again, count the inventory, calculate days and flow efficiency.
60 to 79	A design. A future state exists and first loops are being built.	Size the supermarkets, fix the pacemaker, review the plan every month.
80 to 100	A managed stream. Lead time falls by plan and the map is renewed every year.	Hold the reviews. Draw the next future state and extend the map to suppliers.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after three months and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
VALUE STREAM MAPPING STARTER KIT	The guide for the first 30 days, from the product family to the lead time ladder, plus the data sheet and lead time calculator in Excel.
VALUE STREAM MAPPING EXCELLENCE BUNDLE	The full playbook with future state design, a two-day workshop pack, eight templates, the Excel system with takt, pitch, supermarket sizing and loop plan, and a workshop deck.

Both are available at operationsinsider.com.