

Creating the Ultimate Lean Office

A Zero-Waste
Environment
with Process
Automation

RAYMOND S. LOUIS



Creating The Ultimate Lean Office A Zero Waste Environment With Process Automation

Robert Pemberton



Creating The Ultimate Lean Office A Zero Waste Environment With Process Automation:

Creating the Ultimate Lean Office Raymond S. Louis, 2019-09-12 This book introduces the challenges to apply current methodologies to create a lean office. It describes the system enhancement options that lean practitioners can employ in automating the newly created lean processes and explains each of the seven steps necessary for creating a lean office.

International Manufacturing Strategy in a Time of Great Flux Louis Brennan, Alessandra Vecchi, 2016-09-02 This book assesses the state of international manufacturing strategy and clarifies how recent developments for example regarding configuration technology and the environment are impacting on its content and direction and on its relationship to manufacturing performance. In providing up to date coverage of the consequences of such forces and factors for international manufacturing this book aims to expand the debate concerning international manufacturing strategy and cast light on its current evolution. International manufacturing is operating within a time of great flux. While offshoring of activities has dominated over recent decades nearshoring and reshoring are increasingly being considered and observed in practice. At the same time technologies such as 3D printing are gaining traction and the role of ICT and data analytics is increasingly important in the international manufacturing landscape while digitization becomes more prevalent and the embrace of the Internet of Things (IOT) accelerates. Furthermore issues related to the environment are figuring more prominently in international manufacturing considerations and assumptions regarding the long term cost of energy are being called into question. International manufacturing is also experiencing greater servitization. *Lean Organisation for Excellence. Hoshin Kanri, Value Stream Accounting, Lean Metrics e Toyota Production System e Lean Agile Scrum* Andrea Chiarini, 2016-08-30 T00:00:00+02:00 100 741 *Kaizen for the Shop Floor* Productivity Press Development Team, 2002-02-01 The philosophy of kaizen which simply means continuous improvement needs to be adopted by any organization seeking to implement lean improvements that go beyond cost cutting. Kaizen events are opportunities to make focused changes in the workplace. *Kaizen for the Shopfloor* takes readers through the critical steps for conducting a very effective kaizen event: one that is well planned, well implemented and well documented. As the newest addition to the Shingo Prize Winning Shopfloor Series, *Kaizen for the Shopfloor* distills the complexities of jump starting lean processes into an easily accessible format for those frontline employees who make lean possible. About the Shopfloor Series: Put proven improvement tools in the hands of your entire workforce. Progressive shopfloor improvement techniques are imperative for manufacturers who want to stay competitive and to achieve world class excellence. And it's the comprehensive education of all shopfloor workers that ensures full participation and success when implementing new programs. The Shopfloor Series books make practical information accessible to everyone by presenting major concepts and tools in simple, clear language and at a reading level that has been adjusted for operators by skilled instructional designers. One main idea is presented every two to four pages so that the book can be picked up and put down easily. Each chapter begins with an overview and

ends with a summary section Helpful illustrations are used throughout **Forthcoming Books** Rose Arny,2003-04 **THE LEAN OFFICE: How to Use Just-in-Time Techniques to Streamline Your Office** Jim Thompson,2014-05-14 Lean Office Project Emily Gundersen,2013 To find the waste in a process will improve cycle time and will free up resources Expanding Lean into the office environment is beneficial to eliminate idle time paperwork errors and waste within any office procedure Office Lean has three expected outcomes the first is better processes that offer more value to the customer less cost and waste The second is better working conditions with shared goals and values The third outcome is to meet organizations goals for profit growth and sustainability Office Lean is used in the same fashion as Lean Manufacturing Processes are documented and evaluated to eliminate waste and standard work is developed for that process Standard work a principle of Lean is described as using the best combination of people and assets while using minimum materials equipment and resources Lean Office and Service Simplified Drew Locher,2017-07-27 Winner of a 2012 Shingo Research and Professional Publication AwardDemystifying the application of Lean methods Lean Office and Service Simplified The Definitive How To Guide goes beyond the basic tools to detail the key concepts of Lean as they apply to office and service environments It begins by discussing value stream management followed by **The Lean Office** Robert Pemberton,2017-12-18 The Lean Office This book will enable you to transform your culture and enhance your bottom line by implementing Lean Management concepts It s applicable to all types of offices large and small From Fortune 500 companies thru to Government agencies and to small businesses by implementing the key principles described in this book you will improve your triple bottom line of lowering costs improved production and improved safety What is Lean A lean culture empowers your employees removes unnecessary waste and focuses on the customer Lean is a way of delivering what your customer needs or wants at the lowest cost and in a timely and efficient manner Lean is not something that sits apart on a shelf away from your other business processes and is only used when needed In contrast it is your organizations way of life It should be embedded across all of your processes It s a way of looking at your business processes through an improvement lens and eliminating waste to ensure the customer is getting the most value This ensures the customer gets what they ask for when they need it at the lowest cost Lean is focused on delivering customer expectations Lean can be applied to virtually every known process whether it be manufacturing safety health care or even personal development and personal relationships Contents The Lean Office What is Lean Why Lean Customers Value Eliminating Waste The Lean Office Information Waste Redundant input of data Redundant output of data Incompatible information systems Manual checking of data that has been entered electronically Data that is never used Re entering of data Re working of data Converting data formats Unnecessary data Unavailable or missing data Unknown or unclear data Incorrect data or data discrepancies Lost data or Unsecure data Process Waste Defects Scrap and Rework Workarounds Unnecessary Approvals Variability in flow or Waiting Excess inventory overproduction Over processing Physical Environment Travelling to another office location for a

meeting Hot desking Self service Kiosks Open plan offices People Waste Unclear roles responsibility authority accountability Performance Management Not having multi skilled people Insufficient training Multitasking Underutilized talent Incorrect organizational structure causing blockages in flow Recruitment errors Lack of strategic alignment Handoffs to co workers Flow Batch Flow Single Item Flow or Lean Flow The Pull System Lean Leadership People are your greatest asset Quality Continuous Improvement Value Stream Mapping Implementing Lean through Values Safety Family Humility Empowerment Diversity Frugality Engagement Encouragement Reward Enthusiasm Courage Integrity Determination Generating Ideas Stretch Targets Culture Survey Corrective Actions Standards The Triple Vision The New Triple Bottom Line Focus on the things we can control The Global Cost Curves Business Drivers Lean Focus Measurement for Success Visibility Lean Flex Lean Tools The War Room Lean Boards and Lean Meetings The Art of Kaizen PDCA The Kaizen Blitz Elimination of Waste Muda Lean Checklists 5S Human Factors Poka Yoke The 5 Gemba Principles The 5 Why s Technique Quality Circles Action Meetings Ishikawa diagrams Idea Generation A3 Problem solving Metrics Lean Boards Pareto Charts Histograms Taxonomies Benchmarking Case Study SpaceX and Tesla How to make Lean Successful **Lean Administration** Manufacturing Excellence AME - Association for,2019-12-16 AME s Target Magazine has a well established reputation for detailed case studies of companies adopting lean strategies These case studies are now available in a well organized Enterprise Excellence Series to tap the ongoing desire for information about what other companies are doing to implement lean To satisfy the growing interest in applying lean to non manufacturing operations this first volume of the series covers the implementation of lean to administrative and office applications Highlights include Practical in depth description of lean office implementations most of which have not been described in other publications Responds to reader desire for real world lean office information Case Studies are categorized in three areas Leadership Organization and Training Improving Processes and Lean in Healthcare making it easy to track down the type of information desired *The Lean Office* Productivity Press Development Team,2005-01-31 The Lean Office Collected Practices and Cases is a compilation of articles previously published in the Productivity Press newsletter Lean Manufacturing Advisor These articles discuss lean implementations in non manufacturing operations from design to processing invoices to customer service Most articles are written in the form of case studies Highlights include Practical in depth description of lean implementation written in a conversational easy to read style A large quantity of case studies unavailable from any other single source Responds to your desire for real world lean office information The Highly Effective Office Timothy Schipper,2019-01-15 The Highly Effective Office covers the transformation journey required to change the culture in the workplace from processes that suffer from functional separation and silo ed departments to efficient and integrated systems Most office processes have evolved into separate and autonomous stand alone functions that are sub optimized The result is added wastes in the processes and the customers are often the first to notice The wastes parallel the manufacturing floor wastes and deserve the same attention for identification

and removal Yet the culture of the office is predisposed to work by a separation of duties Roles and responsibilities are not aligned around processes The same type of dramatic transformations that were enabled on the concrete factory floor are needed in carpeted offices This book describes methods to transform the value streams in the office and administrative areas of organizations and it outlines why Lean works just as well in the office as it does in manufacturing Wastes typically reach 50% of the process effort and these processes are ripe for improvement Throughout the book waste removal in office processes are fully illustrated with descriptions of applying Lean tools to achieve flow Case studies from the corporations non profits and higher education institutions demonstrate how various types of organizations have reached success by applying Lean principles to their processes Lean expert Timothy Schipper outlines the structural and leadership changes that are required to create a transformational journey for process change and continuous improvement Leadership activities are outlined along with descriptions of how to assign ownership and responsibility for the changes inside the organization Various leadership behaviors are explored that support and help to sustain the effort Attention is given to how to start the journey how to select projects and launch them with clear goals and objectives and how to run successful workshops as well as visual tools and techniques and educational content Finally and most importantly a description of the mature Lean culture is offered to show how to embed process improvement into the organization **The Lean and Environment Toolkit** ,2007

Lean Office Demystified II Don Tapping,2010-03 Lean Office Demystified II is simple to understand and provides easy to do steps explaining how Lean can be applied in various administrative settings The tools of takt time pitch leveling standard work mistake proofing value stream mapping etc are all explained with examples that anyone can relate to The book provides three main steps into applying Lean in any type office environment This new version also reveals the secrets on how Lean can be leveraged with MS Office and other applications to move information where it is needed when it is needed in error free ways never dreamed of at the speed of sight Learn how MS Excel Word Access Groove and Visio as well as ACT Windows Explorer and Google Docs can be used in applying Lean tools and concepts This is all conveyed through the Global Winds case study that is included at the end of each chapter This easy to use book includes everything you need for success readiness guides worksheets forms screen shots application examples etc Lean Office Demystified II goes beyond theory to explain how all this works in the actual business case study of Global Winds Lean Office Demystified II will boost office performance reduce costs and increase customer satisfaction while at the same time create stress free work place **BONUS** The Appendix now contains step by step instructions on how to 1 Create a value stream map in Visio 2 Use Pivot Tables to help identify a value stream 3 Use Excel to create an Employee Balance Chart **Value Stream Management for the Lean Office** Don Tapping,Tom Shuker,2018-02-19 Bring Lean Improvements to the Administrative Areas of Your Organization Extending their eight step process to the realization of a lean office Tapping and Shuker use a customer service case studyto illustrate the effectiveness of the value stream storyboard This popular volume provides organizations with a

proven system for implementing lean principles in the office In addition to providing a thorough overview of basic lean concepts this book details methods for identifying the administrative activities in need of attention To address these it applies the eight step process for removing waste and reorganizing workflow Accompanying the book are downloadable resources containing a lean assessment tool a storyboard template charts a team charter and worksheets Along with this book you receive downloadable resources containing a lean assessment tool a storyboard template useful charts a team charter forms reports and worksheets **The Lean and Environment Toolkit** ,2006 [The New! Lean Office Pocket Guide](#) ,2009

Creating a Lean Culture David Mann,2005-05-13 2006 SHINGO PRIZE for EXCELLENCE in MANUFACTURING RESEARCH Lean production has been proven unbeatable in organizing production operations yet the majority of attempts to implement lean end in disappointing results The critical factor so often overlooked is that lean implementation requires day to day hour by hour management practices and skill *5S for the Office* Tom Fabrizio,2006 Although office and administrative activities are usually 60 percent of the production costs in most manufacturing organizations these areas often get excluded during lean initiatives To achieve lean office activities must fully support shop floor manufacturing operations to eliminate waste The adoption of 5S throughout all office and administrative functions is the first step to increase efficiency In *5S for the Office Organizing the Workplace to Eliminate Waste* Tom Fabrizio and Don Tapping bring the concepts of the 5S System effective tools for the elimination of waste on the shop floor into the office environment The activities at the heart of 5S for the Office organizing ordering cleaning standardizing and sustaining all of these are completely logical They are the basic rules for managing any effective workplace However it is the systematic method with which the 5S system approaches these activities that makes it unique This book is a blueprint for building a Lean foundation for your office Readers of this book can immediately apply the concepts of 5S to their office and administrative activities resulting in the elimination of waste reduced production costs and increased profits To introduce the 5S system and sell its use to executives as well as workers consider purchasing *5S System An Introduction* DVD Catalog no PP5934 Adhering to the principle of efficiency that defines this revolutionary and proven system this video succinctly explains what is involved who should participate and what it will take to get started *Value Stream Management for the Lean Office* Don Tapping,2003

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