Waste Walk Checklist How-to Guide

Use this How-to Guide to complete the Waste Walk Checklist.

Purpose

The purpose of the Waste Walk Checklist is to help identify any non-value-added activities within a process. The seven types of waste include Waiting, Overproduction, Rework, Motion, Processing, Inventory, Intellect, and Transportation. Examples of each of these waste categories are provided in the Waste Walk Checklist Template.

When to Use a Waste Walk Checklist

The Waste Walk Checklist is used during the Assessment phase of the RAPID methodology, when identifying issues related to the problem statement.

How to Use a Waste Walk Checklist

Complete the following steps to create a Waste Walk Checklist.

1. Review the Waste Walk Checklist Template and ensure that team members understand the waste category definitions and examples.
2. Perform the Waste Walk by doing one or both of the following:
   a. Perform, observe, and discuss the actual process. This works best for manual tasks.
   b. Review and discuss the process maps if the processes are transactional.
3. For each waste category, list any potential waste that may be related to the project processes in the "What do you see?" and "How to improve?" columns.
4. Use the completed Waste Walk Checklist to assist with other improvement brainstorming activities.

Tips

- It is helpful to print out copies of the Waste Walk Checklist Template for each of the project team members in the following scenarios:
  o During brainstorming sessions
  o While performing the actual Waste Walk (physically or via process maps)