Waste Walk Checklist

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| **Waste\*** | **What do you see?** | **How to improve?** |
| **Waiting** |  |  |
| **Overproduction** |  |  |
| **Rework** |  |  |
| **Motion** |  |  |
| **Processing** |  |  |
| **Inventory** |  |  |
| **Intellect** |  |  |
| **Transportation** |  |  |

**\*Waste Definitions**

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| **Waste** | **Definition** | **Examples** |
| **Waiting** | Periods of inactivity. | Waiting on approvals for purchase orders; waiting for meetings to discuss an issue; waiting for the fix to an issue that is preventing you from doing your work. |
| **Overproduction** | Producing more than the customer requires. | Providing more data than requested; extra features added to software; producing more documentation than needed/required. |
| **Rework** | Revise, adjust, and change product or service due to defects. | Incorrect order information; data and/or code defects; design flaws; re-configurations; miscommunication. |
| **Motion** | Extra steps by people to perform work without adding additional value. | Searching for information or supplies; excessive task switching. |
| **Processing** | Over-processing; extra effort that adds no additional value. | Routing of tickets/emails unnecessarily; excessive number of reviews for QA purposes; revisiting decisions; re-entering data into multiple information systems. |
| **Inventory** | More materials, information, or products on hand than needed now. | Excess supplies/equipment in the store room; obsolete equipment in storage; non-deployed software patches. |
| **Intellect** | Act of not using resources to their maximum potential. | Skilled resources doing routine support tasks. |
| **Transportation** | Unnecessary movement of materials, information, etc. | Moving equipment/materials to storage; sending more data than requested. |