

## Part 2 of 3 – MEASURE

- Document current process flow
  - Develop current-state Value Stream Map (VSM).
  - Develop Spaghetti Diagram (if transportation or motion wastes are a concern).
  - Complete time studies (if cycle time is a concern).
- Collect baseline data
  - Develop data collection plan.
  - Ensure validity of data.
  - Collect data.
- Take “before” pictures of process
- Gather existing Process Management documents
  - Process flow charts.
  - Process/facility layout drawings.
  - Standard Operating Procedures (SOPs).
  - Control plan(s).
  - Any forms used in the process.
  - Process tickets and/or routings (e.g. open call tickets, manufacturing routings).
  - Failure Mode and Effects Analysis (FMEA).
  - Performance dashboard(s).
  - Process RACI.
  - Process performer skills matrix.
  - Job Descriptions.
  - Org Chart.
- Update Stakeholder Analysis as necessary
- Update Risk Analysis and response plan as necessary
- Update Communication Plan as necessary
- Update Charter as necessary