MANAGEMENT ROUNDS

OVERVIEW:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

INTERVIEW QUESTIONS

DATA

1. How many people do this part of the process? How many people are shared resources and do other work besides this part of the process?

# of Staff: _____

# of Shared Resources: _____

NOTES

_____

_____

2. What % of the time do people have to work on this process step?

# of Time Available: _____

NOTES

_____

_____

3. How long is it from the time the work is available to you, until it is passed on to the next step in the process?

Lead Time: _____

NOTES

_____

_____

worksmart
think**different**

INTERVIEW QUESTIONS

DATA

4. How long would it take to complete this activity if you could work on it uninterrupted and without having to wait on others?

NOTES
_____

Work (Touch) Time: ▢

_____

5. What percent of units received at this step of the process are complete and accurate?

NOTES
_____

% of Complete and
Accurate: ▢

_____

6. How many units are physically waiting to be worked on right now? Is this a normal quantity? How old is oldest job waiting to be worked on?

NOTES
_____

# of Units in Inbox
(WIP): ▢

_____

7. Do you have to set-up anything (equipment, etc.) before doing this part of the process? If so, how long does that take?

NOTES
_____

Setup Time
(If Applicable): ▢

_____

8. What system is being used for this part of the process? How do you track the information you need to do your part of the process? E.g. reports, spreadsheet.

NOTES
_____

Information Flow: ▢

_____

9. Batching: How often is work moved to the next person or department after your step?

NOTES
_____

# of Items in
Each Batch ▢

_____

10. What issues or barriers to flow do you see that make it painful or time-consuming in this process step?

NOTES
_____

Barriers to
Flow/Waste
Identified ▢

_____