

FACILITATOR CERTIFICATION

POST-TRAINING HOMEWORK

1. 5S Organization Project
 - a. Select a campus setting that is a common space to organize using the 5S organization system.
 - b. Collaboration of users of the area and rules to sustain the changes is critical.
 - c. Suggested projects are shared work/copier rooms, break rooms, storage rooms, inventory/surplus storage areas, and desk areas shared by workers (i.e. students).
 - d. Other projects presented may also be suitable in scope.

2. Value Stream Mapping Project
 - a. Select a project that does not fall in your area of responsibility and preferably not in your department. Working in another department helps to build credibility as a Lean Facilitator and reduces the chance of facilitator bias in the project.
 - b. It is recommended that the project be administrative focused and does not involve major technological changes to the system.
 - c. Look for “pain points” on the campus.
 - d. Projects completed by past participants have included:
 - 1) Designing an accurate registration system
 - 2) developing a scheduling system for faculty assistants
 - 3) processing faculty access and records at branch campus
 - 4) collecting items for governing board meeting agenda
 - 5) improving the intake and record of inventory items
 - 6) refining the hiring process for classified positions
 - 7) identifying software approval system
 - 8) revamping method for book adoption for classes
 - 9) defining employee exit process
 - e. The scope of the project should be reasonable to complete with input from less than a dozen individuals and have the support of the leadership in that area.

3. Reflection Paper
 - a. Describe the Lean experience and your plans to address the barriers perceived to implementing Lean on your campus.
 - b. Submit paper to the trainer for review.