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. Kaizen Event – implement at least one of the changes identified on the Value Stream Map. Share measurements prior to the change and improvements in the measurements after the change.

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.