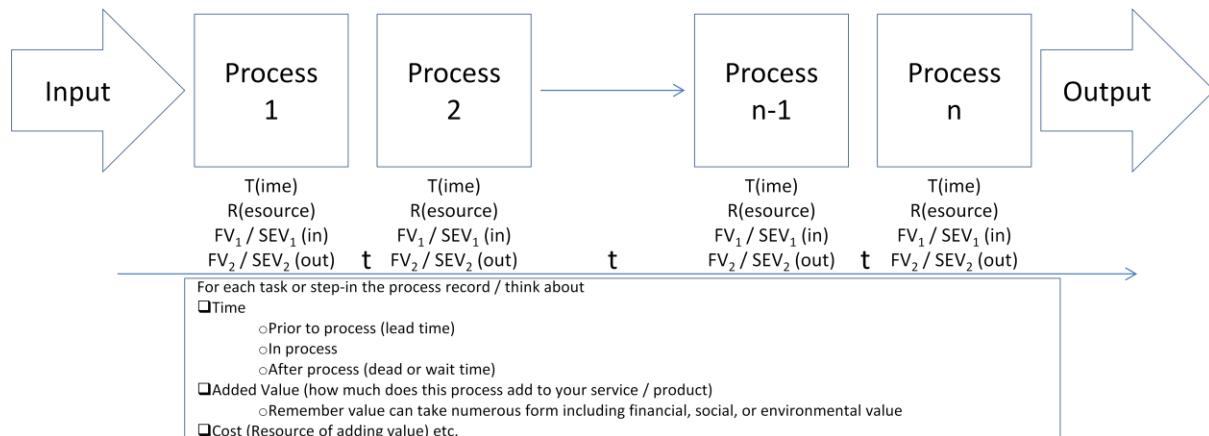


How to do process optimisation



Example: Template value stream map (VSM)

- Map your current process
 - Break your process down into activities / tasks
 - This is a summary of how things currently are now
 - *Order it as you think it should appear with post-it or sticky notes*
 -
 - For each activity for think about
 - How much value is added (however you define value – social, environmental, derived value from the perspective of your customers or financial)
 - What resources (cost) is needed to do this
 - Think also about the time spent on each task and the time spent usefully or idly between tasks
- Identify areas for development:
 - You can make amends now, adding, removing or amending processes and the order they appear in
 - Once you are happy with the order you can then assign the time, value and resource values to help you think about the changes in social and financial value your progress creates
 - Shortening “dead” time between tasks (Just in time)
 - Tasks that cost more than the value they add are candidates for removal or reworking
- Extension working
 - You can change the order of processes to force you to think in new ways