

✓	Lean Event Checklist
	Complete the Event Planning Worksheet
	Schedule and conduct pre-event classroom training for team members as required (Overview and Standard Work at a minimum)
	Obtain data relative to volumes and/or production requirements
	Obtain approvals or permits as required (some HR departments may require consent forms from employees being video taped)
	Obtain visitor passes as required
	Issue a memo informing hospital management of the dates of the event.
	Schedule a room to be used by the team for the entire event (War Room).
	Inform team members of dates, start and end times, and location of the event.
	Make arrangements for materials to be available in the war room (flip charts, projectors, pens, stop watches, standard work forms, rulers, etc.).
	<p>Notify other departments of dates and their estimated support/involvement:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance <input type="checkbox"/> Environmental services <input type="checkbox"/> Quality <input type="checkbox"/> Infection control <input type="checkbox"/> Safety <input type="checkbox"/> Information technology (IT) <input type="checkbox"/> Purchasing <input type="checkbox"/> Finance <input type="checkbox"/> Human Resources <input type="checkbox"/> Others _____
	Calculate takt time $T/T =$
	If food is being delivered, make arrangements for breaks and lunch.
	Obtain floor plans of targeted areas.
	Secure video cameras and viewing equipment.
	Schedule an in house Facilitator or outside Consultant, to facilitate the event.
	Schedule a representative from senior administration to help kick-off the event
	Inform senior administration and all hospital directors of the date and time of the final presentation.