WHITE PAPER: VALUE STREAM MAPPING FOR {Company or Process or Project}

Simple title is best.

Intro paragraph that gets right to the point.

List what you think the VSM goals are.

More isn’t necessiraly better, 2-3 are fine.

General information on VSM.

If you think that there will be multiple VSM projects to tackle, this is the perfect spot to list and describe them.

This part is the meat of the white paper if your company leadership isn’t familiar with VSM.

There are three phases to the effort that you are undertaking and Phase 2 has three days of time that you are taking to pull this improvement process off.

Value stream mapping (VSM) is a Lean management method that analyzes the “current state” of the company’s delivery systems and designs a “future state” in for the company to achieve high performance and eliminate waste. VSM is a method for aligning goals, visualizing problems, and prioritizing improvement projects to increase our company’s performance and competiveness.

For {the company name here}, I believe the objectives of the project are:

1. Goal #1
2. Goal #2
3. Goal #3
4. Goal #4

The VSM project will be executed through a small team of handpicked managers and leaders; its success dependends on the willingness of our company to acceptance changes we’ll make. Everything starts with understanding how our company delivers value and this requires knowing how work flows across the company. Looking at the process-level of work doesn’t let us do this. The approach that the VSM team will take is a high-level view of processes across the company (not the process-level view).

{We have three distinct value streams. First, in Department XX, we are interested in the ability and capacity for … {{describe the function here}}. For Department XY, we are interested in … {{describe the function here}} . Finally, in Department YZ, we want the production system to … {{describe the function here}}. Understanding and improving these value streams will achieve increased effectiveness and profitability in these areas.}

To conduct a VSM event, we’ll need to do it in three phases:

* Phase 1 – Preparation. In this phase, the VSM charter is developed and socialized. The charter outlines roles of different members of the mapping team, identifies senior management support, logistics details, and the objectives of the mapping exercise. Executed 4 weeks prior to the VSM event.
* Phase 2 – VSM Event. The event is held in three consecutive days. Ideally from 7 to 8 hours in length, each day has a different objective.
* Day 1: Deep Learning will result in the mapping team understanding and mapping the current state. Understanding the current state will allow everyone in the company to understand how the current value stream is performing and will be the basis for improving our systems. This is the “As-Is” state.
* Day 2: Design Day will result in the future state of the company. This is a design effort wherein the mapping team works to articulate what our value streams should be in the future. This is the “To-Be” state.
* Day 3: Transformation Planning will result in the the implementation plan for the company. For this day, the team will identify the process improvement projects and prioritiaze them in order to get the company to the future state value stream map.
* Phase 3 – Transformation Plan Execution. This phase is the following 6 months after the VSM event. In this phase, the transformation plan is carried out, the identified process improvement projects are carried out, and regular updates to the squadron are held. At the end of the 6-month period, the team will reconvene and assess its progress towards the future state map.

The VSM approach comes at a high cost in terms of time and salaries as a result of that time. To do this properly, our managers and foremen will need to set aside three uninterrupted days from their normal schedule. If we estimated costs, I believe this effort would cost {$xx,xxx} when accounting for the time of our managers across all three phases of this improvement effort. However, I believe we could increase revenues by {$xxx,xxxx} over the next x quarters through VSM. This results in a xx.x% return on investment.

If approved, I propose the following schedule for VSM events for the next x quarters:

1. Project #1 Dates and Title here

This is the value proposition paragraph that makes the case why the company shold invest time, effort, and salary to your project.

Spend some time researching the cost figures and potential revenue and/or savings from the project.

Schedule of future activities here.

1. Project #2 Dates and Title here
2. Project #3 Dates and Title here

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