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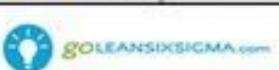
Gemba walk report template

Pilot Checklist		
Work Area:		
Pilot Strategy	Yes	No
Has the time frame for the pilot been established?		
Will the pilot be restricted to a particular customer segment?		
Will the pilot involve selected departments?		
Will the pilot involve a specific unit or application?		
Training Preparation	Yes	No
Have process participants been briefed and prepared?		
Has a walk-through or talk-through of the new process been planned?		
Has a future state map been created and shared?		
Have any new forms been created and shared?		
Have new Standard Operating Procedures been documented and shared?		
Measurement Plan	Yes	No
Have the measures of success been agreed upon?		
Have checklists or other methods of data collection been created?		
Have data collectors been trained and prepared?		
Adjustment Plan	Yes	No
Are feedback mechanisms in place?		
Will there be formal interviews or focus groups to collect experiential data?		
Is there a plan for pilot data display?		
Are plans in place to accommodate adjustment to the solution?		



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Rapid Improvement Event Follow-Up Plan					
Event Name:	Event Date:	Event Lead:	Value Stream Champion:	Value Stream Lead:	Date:
	1 Week Follow Up	30 Day Audit	90 Day Audit	180 Day Audit	365 Day Audit
#	Action Item	Plan (Who, What)			
1	Update stakeholders and affected staff				
2	Plan and provide training				
3	Determine the GO/NO-GO deadline and location				
4	Establish a Gemba Walk Map, SOPs and other documentation				
5	Show commitment to Rapid Improvement Event and align with the organization's mission				
6	Schedule weekly follow-up meetings and afteraction reviews				
7	Complete a post-event report				
8	Complete the 30-day audit				
9	Report 30-day results to stakeholders and staff				
10	Follow up with affected staff members and gather feedback on the process				
11	Adjust process if necessary				
12	Recognize team and celebrate successes as appropriate				
13	Complete afteraction. As no project based to date				
14	Communicate post 30-day results to stakeholders and staff				
15	Plan for any additional future improvement efforts				



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Download How To Guide: Gemba Walks for Executive Leadership to find out more about the process and protocol of successful gemba walks.

traccsolution.com/resources/gemba-walks-guide

Before	During	After
<ul style="list-style-type: none"> <input type="checkbox"/> Find someone to own the idea <input type="checkbox"/> Over-communicate <input type="checkbox"/> Address common concerns <input type="checkbox"/> Choose the worst time <input type="checkbox"/> Break the system <input type="checkbox"/> Learn how to learn at Gemba <input type="checkbox"/> Develop an "eye for waste" 	<ul style="list-style-type: none"> <input type="checkbox"/> Start with an all-hands breakfast and level-setting <input type="checkbox"/> Join teams <input type="checkbox"/> Create a checklist of the do's and don'ts at Gemba <input type="checkbox"/> Consider mob programming and other methods <input type="checkbox"/> Hold a daily brief <input type="checkbox"/> Remove waste in real time <input type="checkbox"/> Have lunch together <input type="checkbox"/> Build trust <input type="checkbox"/> Consider how the Gemba Sprint will be coached <input type="checkbox"/> Shorten Sprint ceremonies aka do hyper Sprints 	<ul style="list-style-type: none"> <input type="checkbox"/> Radiate information <input type="checkbox"/> Stay in the teams <input type="checkbox"/> Schedule another Sprint but raise the stakes <input type="checkbox"/> Make every Sprint a Gemba Sprint <input type="checkbox"/> Ask "why" always

Gemba Walk Checklist

What are you currently working on?

Is there an established process for this type of work?

Do you have any problems with the established process?

Why is there a problem?

How can you fix the problem?

What do you do to recognize the root cause of the problem?

Who do you speak with if there is a certain problem?

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