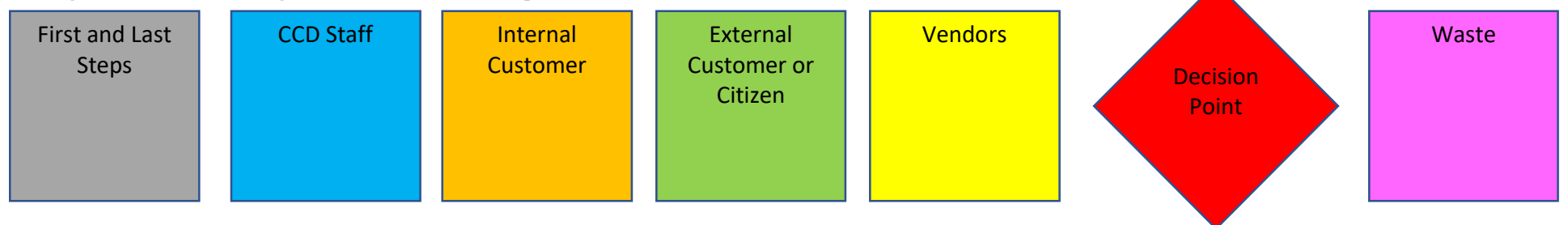


Mapping Instructions
1.) Click on a process step type above 2.) Copy the step by right-clicking and selecting Copy, or using "Ctrl + C" command
3.) Paste the step below by right-clicking and selecting Paste, or using the "Ctrl + V" command
4.) Double click in the box and type in the process step detail 5.) Place the process step in the appropriate order

Template Shapes and Legend



8 Wastes
Defects: Information, products, and services that are incomplete or inaccurate
Overproduction: Making more of something - making it earlier or faster - than it's needed
Waiting: Waiting for information, equipment, materials, parts or people
Non-utilized or Under-utilized human talent or things: Not properly utilizing people's experience, skills, knowledge, or creativity, or tools and resources sitting unused
Transportation: Unnecessary movement of materials, information or equipment
Inventory: Accumulation of parts, information, applications, etc. beyond what is required by the customer
Motion: Any movement by people that is not of value to the customer
Excessive Processing: Any steps that do not add value in the eyes of the customer

Legend Instructions: Update the boxes above with the process stakeholders before mapping

Process Name:	Date:	Current State or Future State?:
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PROCESS MAPPING