

8 Wastes of Process Improvement

Lean thinking is rooted in respect for people. To build processes that deliver value to our customer, we must minimize the following types of waste in our processes.

	<p>Defects Tasks or processes not completed right the first time.</p>	<p><i>Example:</i></p>
	<p>Overproduction Producing sooner, faster or in greater quantity than demanded.</p>	<p><i>Example:</i></p>
	<p>Waiting People or things that are doing nothing or moving slowly while waiting for another step of the process.</p>	<p><i>Example:</i></p>
	<p>Not Utilizing Talent Employees or resources not leveraged to potential.</p>	<p><i>Example:</i></p>
	<p>Transportation Movement of people or information <u>between</u> processes.</p>	<p><i>Example:</i></p>
	<p>Inventory Raw materials or work awaiting processing.</p>	<p><i>Example:</i></p>
	<p>Motion Movement of people or information <u>within</u> a process.</p>	<p><i>Example:</i></p>
	<p>Extra Processing Doing more than necessary to complete a task.</p>	<p><i>Example:</i></p>