Lean Six Sigma Case Study: Reducing Time for Preparation of Minutes of Meeting

This case study describes how a Lean Six Sigma project was used to reduce the time taken to prepare minutes of meeting. The project was carried out by a team of employees from the human resources department of a large manufacturing company. The team used a variety of Lean Six Sigma tools and techniques, including process mapping, value stream mapping, and root cause analysis.

Lean six sigma case study Reduce time for preparation of Minutes of meeting by Corine Cohen

★★★★★ 5 out of 5

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Process Mapping

The team began by mapping the current process for preparing minutes of meeting. The process map showed that the process was very inefficient,

with a lot of wasted time and effort. For example, the team found that it took an average of 2 hours to prepare minutes of meeting, and that much of this time was spent on non-value-added activities, such as formatting the minutes and emailing them to participants.

Value Stream Mapping

The team then created a value stream map of the process. The value stream map showed the flow of value from the start of the process to the end. The team identified several areas where the process could be improved, such as by reducing the number of steps in the process and by eliminating non-value-added activities.

Root Cause Analysis

The team then conducted a root cause analysis to identify the root causes of the problems in the process. The team identified several root causes, such as a lack of clarity about the purpose of minutes of meeting, a lack of training for staff, and a lack of standardized templates.

Recommendations

Based on the findings of the process mapping, value stream mapping, and root cause analysis, the team developed a number of recommendations for improving the process. The recommendations included:

- Clarifying the purpose of minutes of meeting

- Providing training for staff on how to prepare minutes of meeting

- Developing standardized templates for minutes of meeting

- Reducing the number of steps in the process

- Eliminating non-value-added activities

Results

The team implemented the recommendations and found that the time taken to prepare minutes of meeting was reduced by 50%. The team also found that the quality of the minutes of meeting improved, and that the minutes were more useful to participants.

This case study demonstrates how Lean Six Sigma can be used to improve the efficiency and effectiveness of a process. The team used a variety of Lean Six Sigma tools and techniques to identify and eliminate the root causes of the problems in the process. The team's recommendations resulted in a significant reduction in the time taken to prepare minutes of meeting, and also improved the quality of the minutes.

Lean Six Sigma is a powerful tool that can be used to improve the performance of any process. If you are looking for a way to improve the efficiency and effectiveness of your processes, Lean Six Sigma is a great option.
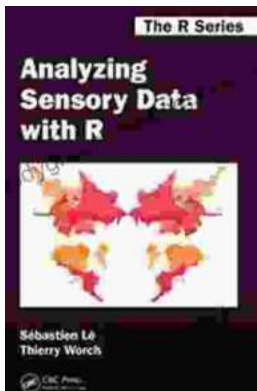
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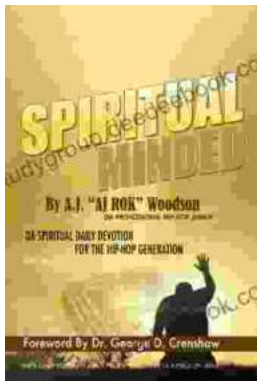
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