

SEA Compass

Stage One

Executive Checklist

Where are we in our implementation and do we have the resources to sustain our efforts?
What are the things I should be looking at to check the 'vital signs' of our conversion?

1. Leadership & Culture

- Do I have process owners for the five Stage One Roadmap processes
- Are we renewing our strategic and business plans on a regular scheduled basis?
- Are we executing our change plan fully?
- Do we have process owners assigned to all "managed processes"?
- Have all process owners been trained?
- Are value stream champions setting goals, establishing metrics, and reviewing value stream performance?
- Are we having regular progress reviews on champions' and process owners' work, including updates on Process Maturity?
- Do I have the ability to train more process owners?

2. Workforce Development

- Do I have a process owner for the one Stage One Roadmap process and are we having a regular progress review on that work?
- Do we have an up to date training plan and schedule?
- Do I have master trainers assigned to all managed processes?
- Are we making progress on number trained and number certified?
- Do we have the ability to train more master trainers?

3. Operational Excellence

- Do I have process owners for the five Stage One Roadmap processes and are we having regular progress reviews on their work?
- Do I have a lean leader who can lead Kaizen events and is expert in lean implementation?
- Do we have report outs on every Kaizen and graduation events for new workforce certifications?
- Do we have workforce hours invested of 4% or more?
- Do we conduct regular audits of 6S, process maturity in office and factory?
- Is the number of Kaizen Events and PDCA events increasing?
- Are we making continuous improvements in inventory turns, sales per employee, and on-time delivery?