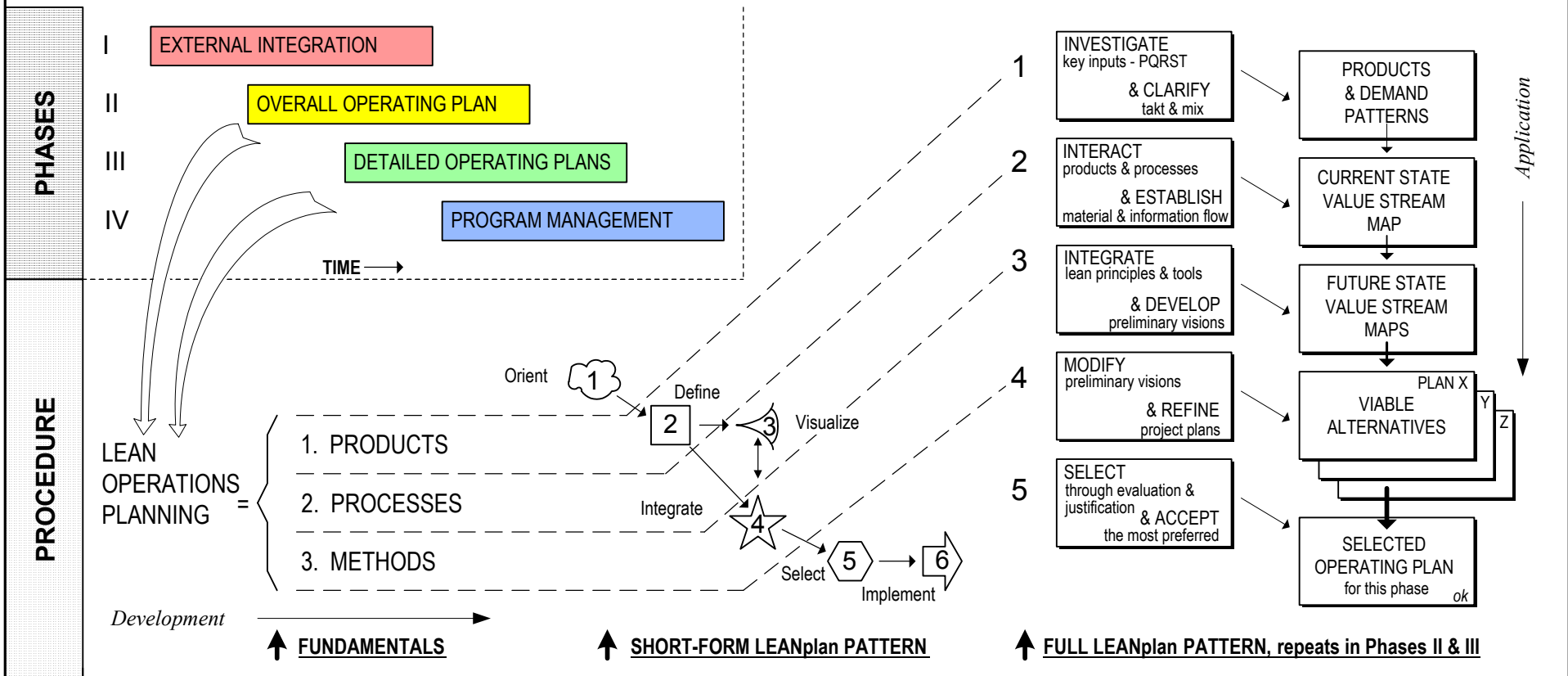


# LEANplan<sup>sm</sup> Capsule Summary



| CONVENTIONS | Process Charting Symbols   | Value Stream Mapping Symbols**  |  | Formulas & Explanations  | Planning Dimensions   | Rating & Evaluating Scale  |  |   |   |  |
|-------------|--|---|--|--|---|--|--|---|---|--|
|             | <ul style="list-style-type: none"> <li>* ○ Operation</li> <li>○ Origination</li> <li>● Addition</li> <li>* ⇨ Transportation</li> <li>* ◊ Handling</li> <li>* ▽ Storage</li> <li>* D Delay</li> <li>* □ Inspection</li> </ul> <p>* A.N.S.I. Standard Y15.3M adopted as basic to LEANplan procedures</p> | <p><b>Material Flow Icons</b></p> <ul style="list-style-type: none"> <li>Name Process</li> <li>Cycle Time Changeover</li> <li>Data Box Availability Yield + Other data as needed</li> </ul> <p><b>Information Flow Icons</b></p> <ul style="list-style-type: none"> <li>Times Shipment</li> <li>Manual Flow</li> <li>Electronic Flow</li> </ul> <p><b>Supermarket</b></p> <ul style="list-style-type: none"> <li>Max. Q</li> <li>-FIFO- First-In-First Out</li> </ul> | <ul style="list-style-type: none"> <li>Name Outside Entity</li> <li>Finished Goods to Customer</li> <li>Shipment</li> <li>Manual Flow</li> <li>Electronic Flow</li> <li>Signal Kanban</li> </ul> | <ul style="list-style-type: none"> <li>Horizon Schedule</li> <li>OXOX Load Leveling Box</li> <li>Sequenced-Pull Ball</li> <li>Kanban Post</li> <li>Go See</li> <li>General Icons</li> <li>Improvement Kaizen or Project</li> <li>Buffer or Safety Stock</li> <li>Operator</li> </ul> | <p><b>Takt time</b> = Available Working Time / Customer Demand</p> <p><b>Pitch</b> = (Takt time) x (Pack count)</p> <p><b>Kanban</b></p> <p><math>K = (Q + B) / C</math> where:<br/>                     K = Number of Kanban<br/>                     Q = Production Lot Size<br/>                     B = Buffer or safety stock<br/>                     C = Container capacity</p> <p><b>Single-Piece Cycle Time</b></p> <p><math>s = T + (n-1)t</math> where:<br/>                     s = Single-piece production cycle time per lot<br/>                     T = Processing time per piece<br/>                     n = Number of processes<br/>                     t = Processing time per piece</p> | <p>Process   People</p> <p>Information   Technology</p> <p>Strategy</p> <p>Framework Charting</p> <p>Dimensions, or Levels</p> <p>Processes &amp; Operations</p> <p>Assessments, Opportunities, Projects, Enablers</p> | <p>Meaning</p> <p>Most Best</p> <p>Least Worst</p> <p>Not in scope</p> | <p>Vowel Letter</p> <p>A</p> <p>E</p> <p>I</p> <p>O</p> <p>U</p> <p>X</p> | <p>No. Value</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p> <p>-1</p> | <p>Color Code</p> <p>Red</p> <p>Orange Yellow</p> <p>Green</p> <p>Blue</p> <p>Uncolored</p> <p>Evaluation only</p> |

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 \*\* Value Stream Mapping symbols courtesy of Lean Enterprise Institute adopted as basic to LEANplan procedures.