## MANAGEMENT ROUNDS

WITH ROUNDS	INTERVIEWER:	STEP NAI	ME
OVERVIEW:			
INTERVIEW QUESTIONS		DATA	
1. How many people do this part of the process? How many people are shared resources and do other work besides this part of the process?		# of Staff: # of Shared Resou	ırces:
NOTES			
2. What % of the time do people have to wor	rk on this process step?	# of Time Availal	ole:
NOTES			
3. How long is it from the time the work is a	vailable to you, until it is passed	Lead Time:	
on to the next step in the process?  NOTES			

DATE:

STEP#



consuming in this process step?

NOTES

	DATE:	STEP #	
MANAGEMENT ROUNDS	INTERVIEWER:	STEP NAME	
	INTERVIEWEE:		
INTERVIEW QUESTIONS	DATA		
	- 41-14-16	1471- (M1-) M'	
4. How long would it take to complete this a		Work (Touch) Time:	
uninterrupted and without having to wait o	n others:		
NOTES			
5. What percent of units received at this ste	p of the process are complete and	% of Complete and	
accurate?		Accurate:	
NOTES			
		# - CII-:4- :- I1	
6. How many units are physically waiting to be worked on right now? Is this a normal quantity? How old is oldest job waiting to be worked on?		# of Units in Inbox	
NOTES	ing to be worked on:	(WIP):	
110 125			
7 De seu les de set un cardina (carina		Catur Time	
7. Do you have to set-up anything (equipment, etc.) before doing this part of the process? If so, how long does that take?		Setup Time (If Applicable):	
NOTES		(п Аррпсавіе).	
1,0125			
8. What system is being used for this part of	the process? How do you track	Information Flow:	
the information you need to do your part of	•	information riow.	
spreadsheet.			
NOTES			
O Ratching: How often is work moved to the	nevt person or department efter	# of Items in	
9. Batching: How often is work moved to the next person or department after your step?		Each Batch	
NOTES		-	
1.0.120			
10. What issues or barriers to flow do you se	e that make it painful or time-	Barriers to	



Flow/Waste

Identified