IMPLEMENTING LEAN

A structured, step-by-step approach that builds from foundational understanding to measurable improvements.



AWARENESS AND LEADERSHIP COMMITMENT Objective: Ensure everyone

BUILD LEAN

understands why Lean is important. Actions:

• Train leadership and key staff in

- Lean principles (e.g., waste elimination, continuous improvement). • Communicate a clear vision of
- Lean warehousing and gain topdown commitment. **Tools**: Introductory Lean training,

Ideas: Store.LeanMH.com

Gemba walks, executive workshops.





Actions: • Perform a warehouse

MAP THE CURRENT

walkthrough.

STATE

- Create a value stream map of order fulfillment or material flow.
 - Identify non-value-added activities (the 8 wastes: defects,
- overproduction, waiting, etc.). **Tools:** Value Stream Mapping,

observation. Need Help? LeanMH.com | Consulting

spaghetti diagrams, process





MANAGEMENT Objective: Create an organized, safe, and efficient environment.

ESTABLISH 5S AND

Actions: • Implement 5S (Sort, Set in order, Shine, Standardize, Sustain).

VISUAL

- Use visual cues for inventory levels, bin locations, and workflow status.
- Tools: Shadow boards, floor markings, labeling systems, audits.
- Need Help? **Buy Mighty Line** tape & signs at Store.LeanMH.com





Objective: Reduce variation and improve predictability.

AND PROCESSES

 Document best practices for picking, packing, receiving, and putaway.

Actions:

- Train teams to follow and improve standard work. Tools: SOPs, work instructions, time
- studies.



INTRODUCE PULL

SYSTEMS AND

KANBAN



actual demand. **Actions:**

 Reduce overstocking and stockouts by controlling flow through signals.

Implement Kanban systems for

inventory replenishment.

Objective: Align inventory levels with

Tools: Kanban cards, reorder point analysis, demand-driven replenishment.

OPTIMIZE LAYOUT AND FLOW

Objective: Minimize travel time and

Reconfigure storage zones based

on velocity (ABC analysis).

improve throughput.

Actions:



Streamline picking paths and eliminate unnecessary handling.

Tools: Slotting analysis, ABC

classification, U-shaped layouts.

CONTINUOUS IMPROVEMENT (KAIZEN)

Objective: Sustain progress and

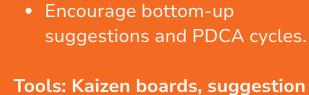
Run regular Kaizen events

programs, daily huddles.

empower workers to solve problems.

focused on process improvement.

ENGAGE IN



Actions:

USE METRICS AND LEAN KPIs

Objective: Measure progress and

make data-driven decisions.

Actions: Track warehouse KPIs like order accuracy, lines picked/hour, and inventory turns.

Use dashboards to visually

monitor performance trends.

Tools: KPI dashboards, A3 reports,

problem-solving templates.

- **EXTEND LEAN BEYOND THE WAREHOUSE**
- **Objective:** Connect the warehouse to suppliers, customers, and internal

streamline end-to-end flow.

teams.

Actions:

 Integrate Lean with ERP and WMS systems for real-time visibility.

Collaborate with upstream and

downstream partners to

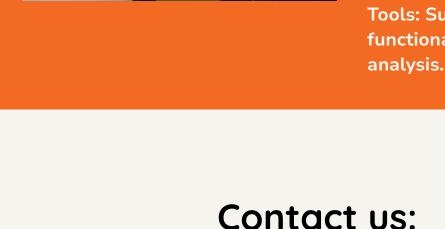
Tools: Supplier scorecards, crossfunctional teams, Lean supply chain





USE METRICS

AND LEAN KPIS



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