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# LEAN/CI DEFINITIONS

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*This document provides a quick definition of some common Lean and Continuous Improvement terms.*

**5S** – Organize the workplace: Sort, Set in Order, Shine, Standardize, Sustain.

**8 Wastes (TIMWOODS)** – Common inefficiencies: Transport, Inventory, Motion, Waiting, Overproduction, Overprocessing, Defects, Skills not used.

**A3 Report** – One-page problem-solving document.

**Andon** – Signal (light/sound) to show a problem.

**Bottleneck** – THE process step that slows the whole process.

**Continuous Flow** – Work moves smoothly without delays.

**Cycle Time** – Time to finish one task or product.

**DMAIC** – Define, Measure, Analyze, Improve, Control – problem-solving steps.

**FMEA** – (Failure Mode and Effects Analysis) Method to spot and prevent possible failures.

**Fishbone Diagram** – Visual tool to find causes of problems.

**Future State Mapping** – Plan for an improved process.

**Gemba** – “The real place” – go to where the work is done.

**Gemba Walks** – Leaders visit the workplace to observe and learn.

**Heijunka** – Balance workload to match demand.

**Huddle Meetings** – Short team meetings for daily goals.

**Kaizen (Continuous Improvement)** – Small, ongoing improvements.

**Kanban** – Visual signals to control production and inventory.

**KPIs (Key Performance Indicators)** – Numbers that measure performance.

**Lean Manufacturing** – Reduce waste, increase value.

**Non-Value Added Activities** – Work that doesn't help the customer.

**One-Piece Flow** – Items move one at a time through steps.

**Pareto Principle (80/20 Rule)** – 80% of results come from 20% of causes.

**PDCA** – Plan, Do, Check, Act – improvement cycle.

**Poka-Yoke** – Error-proofing tools or methods.

**Process Audit** – Review to check if standards are followed.

**Process Mapping** – Diagram of steps in a process.

**Pull System** – Make only what customers need. Customer pulls from the end.

**Root Cause Analysis** – Find the main reason for a problem.

**Short Interval Control** – Frequent check-ins to stay on track.

**SIPOC Diagram** – Map of Suppliers, Inputs, Process, Outputs, Customers.

**SMART Goals** – Specific, Measurable, Achievable, Relevant, Time-bound goals.

**SMED (Quick Changeover)** – Reduce setup time.

**SOP (Standard Operating Procedure)** – Step-by-step task instructions.

**Spaghetti Diagram** – Map of movement paths to spot inefficiency.

**Standard Work** – Best known way to do a task.

**Takt Time** – Speed needed to meet customer demand.

**Value Stream Mapping (VSM)** – Map showing value-adding vs. waste steps.

**Visual Management** – Use visuals to share info quickly.

**Work-In-Progress (WIP)** – Items started but not finished.