The LeanMan Deluxe *PLUS* VSM CD Contents List

Folders	Files	Suggested use
Deluxe CD		
	Deluxe CD Contents Listing.doc	
	Read Me Document Deluxe.doc	Read this document first.
	Simulation Training Overview.pdf	An introduction to the behavioral science approach to training and learner retention. This document discusses why a hands-on simulation experience is the best approach to introducing lean methods.
	Evolution of Lean.pdf Evolution of Lean.ppt [59 slides]	A historical look at manufacturing and the roots of lean and why organizations need to change to remain competitive. This presentation is useful as an introduction to students who are not already familiar with lean methods.
	Evolution of Lean Notes.pdf	Speaker notes from the PowerPoint presentation, also viewable from within the presentation.

	Bonus Material	
	5-S for Lean.pdf 5-S for Lean.ppt [35 slides]	Bonus material, this presentation can be used as a baseline for a 5-S program. Edit to suit your needs.
	Five Principles of Lean.pdf Five Principles of Lean.ppt [8 slides]	Bonus material, this presentation can be used as a baseline for introducing the student to the five principles of lean as outlined in the book: Lean Thinking by James Womack et al. Edit to suit your needs.
	Visual Control for Lean.pdf Visual Control for Lean.ppt [13 slides]	Bonus material, this presentation can be used as a baseline for a Visual Control program. Edit to suit your needs.
	Visual Systems for Lean.pdf Visual Systems for Lean.ppt [46 slides]	Bonus material, this presentation can be used as an introduction to Visual Systems and 5-S. It focuses on the concepts of seeing new meaning behind everyday sights, and works well to support The LeanMan Learning to See the Waste and The LeanMan Developing Lean Eyes presentations. Edit to suit your needs.
	LeanMan 14 Philosophies behind TPS.pdf LeanMan 14 Philosophies behind TPS.ppt [15 Slides]	Excerpts from The Toyota Way by Jeffrey Liker, this presentation provides the 14 guiding philosophies developed by the Toyoda family and others that are the foundation for the Toyota Production System.

	LM Car Factory Simulation	
	Lean Factory Simulation.pdf Lean Factory Simulation.ppt [32 slides]	The basic 4-step car factory simulation presentation. This document describes the basic use of the car factory kit to show the methods of Batch 'n Queue (MRP PUSH), Continuous Flow (MRP PUSH), One-Piece Flow (PULL) and Lean Flow (Demand- PULL). Edit the flow methods to describe you own actual shop flow methods.
	Lean Factory Simulation Facilitator.pdf Lean Factory Simulation Facilitator.ppt [51 slides]	This facilitator guide provides set up instructions, talking points, and hints for running the exercises described in the Lean Factory Simulation presentation. Includes participant instruction placemats that can be printed and laminated.

Acrobat files [.pdf]   Excel files [.xls]   PowerPoint files [.ppt]   WORD files [.doc]   Visio files [.vsd]
Note: PowerPoint slide count for information only and is subject to change

	Simulation Calc Sheet.xls	This Excel file provides Financial calculations for the 4 simulation methods.

LTS Waste ID and Car Simulations

	Learning to See.pdf Learning to See.ppt [15 slides]	The shortened 2-step car factory simulation presentation describes the use of the car factory kit to show the methods of Batch 'n Queue (MRP PUSH) and Lean Flow (Demand- PULL). This powerful introduction to the importance of lean mfg is most often used for management, marketing and support departments and suppliers in your supply chain.
	Learning to See Facilitator.pdf Learning to See Facilitator.ppt [30 slides]	This facilitator guide provides set up instructions, talking points, and hints for running the exercises described in the Learning to See the Waste presentation. Includes participant instruction placemats that can be printed and laminated.
	Learning to See the Waste.exe	A Macromedia Flash Movie which presents the contents of the Learning to See the Waste PowerPoint presentation, with voiceover and animation. Use as a train-the-trainer learning method, or as a class presentation before performing the Car Factory Simulation hands-on exercises.
	Learning to See the Waste Movie.ppt [57 slides]	The LTS PowerPoint slides are used as the basis for the Macromedia Flash movie.
	10 second test.xls	This Excel file provides metric calculations for the 10-Second Test. Record your observations over a period of time (a few days) and plot the results to obtain the estimate of pure waste to eliminate from your process. Use the shortened participant form during the simulations to practice the method.
	LeanMan LTS Car Simulation Financial Chart.xls	This financial metric chart calculates the earned value bottom line for the two-simulation exercise using the formula: EVA = Sales – COGS – Capital Charges
	LeanMan 8-Wastes card front and back pdf files	Wallet size double-sided card with the eight (8) non-value-adding wastes defined, as described by The Toyota Production System. 20 preprinted cards included with each Deluxe Kit. These files allow additional cards to be printed on business card stock (Avery™ style 5377)

Bonus LTS VSM Files

	Read Me Document Bonus VSM Files.doc	Read me file describing the bonus files and available application software.
	LTS Factory Base.vsd	Bonus material, this VISIO file is the baseline Value Stream Map (VSM) for the Learning to See The Waste Batch 'n Queue flow exercise. Provided as an introduction to Value Stream Mapping.
	LTS Factory Future Flag.vsd	Bonus material, this VISIO file is the Future state Value Stream Map (VSM) for the Learning to See The Waste Lean-Flow exercise using kanban visual signals such flags. Provided as an introduction to Value Stream Mapping.

Acrobat files [.pdf]   Excel files [.xls]   PowerPoint files [.ppt]   WORD files [.doc]   Visio files [.vsd]
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	LTS Factory Future Kanban Card.vsd	Bonus material, this VISIO file is the Future state Value Stream Map (VSM) for the Learning to See The Waste Lean-Flow exercise using kanban signals such cards or tickets. Provided as an introduction to Value Stream Mapping.
	LTS Factory Future Kanban Signal.vsd	Bonus material, this VISIO file is the Future state Value Stream Map (VSM) for the Learning to See The Waste Lean-Flow exercise using multiple kanban signal methods. Provided as an introduction to Value Stream Mapping.
	LTS Factory VSM.pdf	Composite Acrobat printable format file with all four VSM methods. Use if you do not own VISIO.

TPS Car Simulation		
	TPS Car Simulation Facilitator.pdf TPS Car Simulation Facilitator.ppt [40 slides]	Similar to the TPS Paper Airplane Game but without all the wasted paper. This simulation is intended to be a main training method for production operators.
	TPS Car Simulation Placemats.pdf TPS Car Simulation Placemats.ppt [20 slides]	Participant instruction placemat set.
	TPS Car Simulation Financial Chart.pdf TPS Car Simulation Financial Chart.xls	Financial metrics for the simulation. Track progress as the work team continually improves the bottom line
	TPS Car Simulation.vsd	VISIO template figures for the TPS Car Simulation. Use them to adjust the simulation game to your own needs. Cut and paste them into the PowerPoint presentation.

TPS ToyodaWay Games on CD – Optional Purchase		
	LeanMan ToyodaWay Game Rev 0601.ppt [25 questions and answers]	Presentation of TPS philosophies and definitions followed by interactive "Jeopardy-like" game where the player matches TPS definitions and terms.
	LM TPS Defined.EXE [expected release Oct 2006]	Macromedia ™ Flash Movie reviewing the TPS definitions can be used as a refresher course in the 14 philosophies of the TPS, or as a pre-cursor presentation before playing the LM Who Wants to Learn Lean – The ToyodaWay games.
	LM Who Wants to Learn Lean The ToyodaWay.ppt [154 slides] [3 versions with 15 questions in unique sequence order]	"Who wants to be a millionaire" like game with sound, this interactive presentation tests the skills of the team in answering questions about the 14 foundation principles that define the TPS, and allows the contestant to use Pick-A-Friend, 50:50, and Ask-The Team to help find the correct answers. Lots of fun for the team as they learn to think lean with TPS.
	Read Me Document LM TPS Games.doc	Helpful information about the games

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VSM Car Simulations	
VSM Loop Simulation.pdf VSM Loop Simulation.ppt [34 slides]	Essential information concerning the five principles of lean manufacturing, the car simulation kit and materials, and how to use them in a loop simulation.
VSM Loop Simulation Facilitator Guide.pdf VSM Loop Simulation Facilitator Guide.ppt [55 slides]	Facilitators guide to nine progressive loop simulation exercises from the Batch 'n Queue method to Lean Demand Pull. Each exercise introduces lean techniques such as kanban material and visual signal devices. Use of target tracking reports, kaizen forms and continuous improvement metrics are included.
VSM Loop Simulation Placemats.pdf VSM Loop Simulation Placemats.ppt [17 slides]	Participant instruction placemats to ease the learner into the exercise and help the facilitator to quickly get the game in motion.
VSM Accountant Calc Sheet.xls	Metrics recording sheet for each of the nine exercises.
VSM Loop Template.xls	A sample VSM using Excel templates which the team can use to create VSMs of each simulation future state exercise.

VSM Support Files	
Read Me Document VSM Visio Files.doc	Document explaining the use of VISIO and LeanView value stream mapping software, which the user can purchase separately.
CarFactory flow Baseline.vsd CarFactory flow exercise1.vsd CarFactory flow exercise2.vsd CarFactory flow exercise3.vsd CarFactory flow exercise4.vsd CarFactory flow exercise5.vsd CarFactory flow exercise6.vsd CarFactory flow exercise7.vsd CarFactory flow exercise8.vsd CarFactory flow exercise9.vsd LeanMan VSM Exercises 1 thru 9.pdf	Bonus support files, these VSM documents were created in VISIO with the LEANVIEW 3rd party software package. They are provided only as an optional element of the CD and will not be viewable without the purchase of the LeanView package. The Acrobat file is viewable and printable, and contains the contents of all nine exercise vsd files.
Job Ticket Card.pdf	Used to indicate the customer demand. Use this card to simulate customer orders to the planning department.
Heijunka Card.pdf	A lean planning technique, used to communicate from the planning department to the work cell the build sequence in a mixed mode flow.
MRC Card.pdf	Material Replenishment Card, used as a kanban signal the need to move material between the point of use and the stockroom
NMR Card.pdf	Nonconforming Material Card, use as a quality control document to indicate and track quality defects
VSM facilitator figures.vsd VSM facilitator figures.pdf	A VISIO file containing the graphics used to create the VSM Exercise PowerPoint slides. Use to edit the presentation materials to customize them to your company's specific needs.
VSM worksheet.xls	An Excel template file which the team can use to create VSMs of present and future state flows.

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