# **Types of Work Activities**

### VALUE IS ALWAYS DEFINED BY THE CUSTOMER!

# Value Added

Any activity that changes the form, fit or function of the raw material or data such that...

WASTE

The customer is willing to pay for it and...

The task can be done correctly the first time. (Quality at the Source)

#### **Non-Value Added**

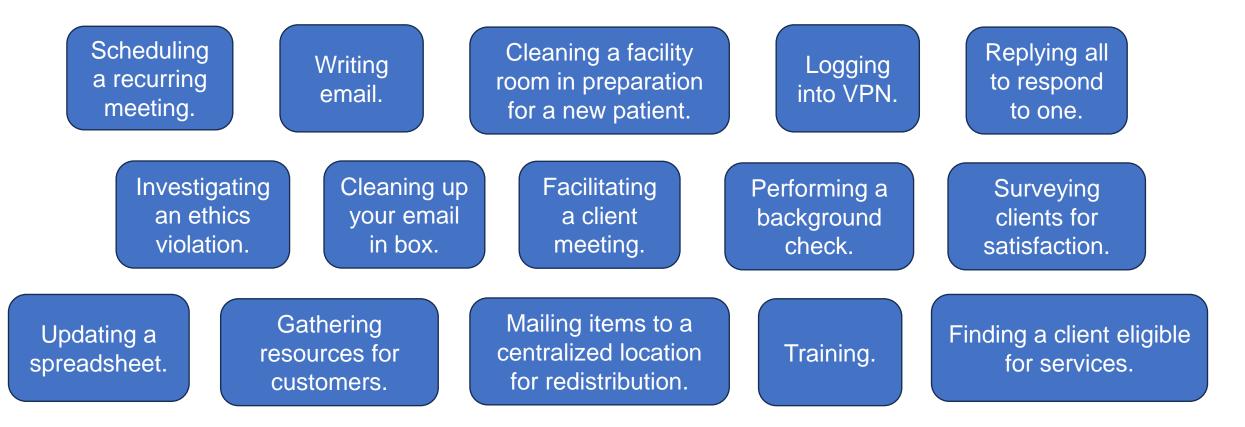
Any activity that adds waste to the process or product. Non-Value Added but necessary

Any activity that adds waste to the process, *but is required by policy, law or some other control.* 

STILL WASTE

## Value Added VS Non-Value-Added VS Non-Value Added but necessary activity

Below is a list of typical activities we do as a part of daily work. Categorize the tasks based on what you just learned of Value Added, Non-Value-Added and Non-Value-Added but necessary.



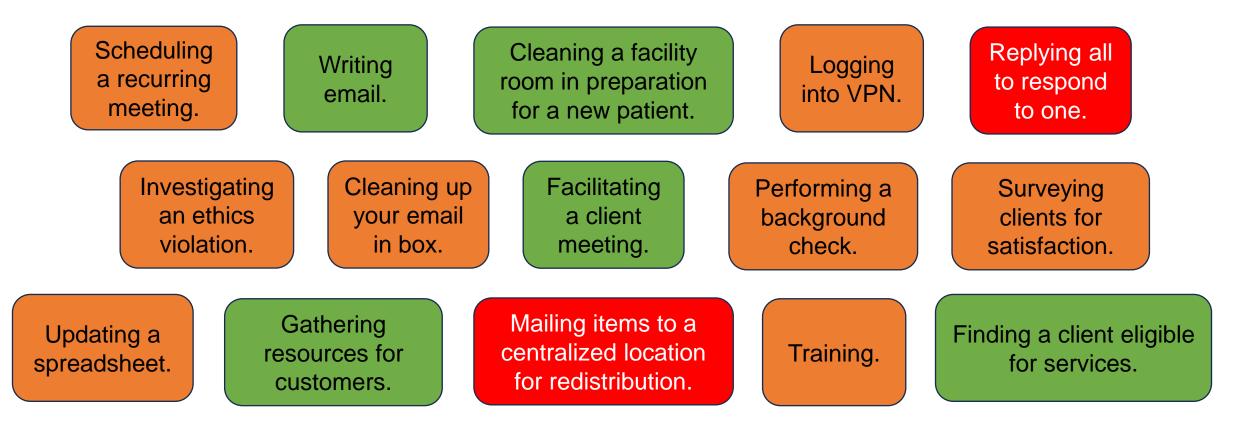
Scan QR code or follow the link below to complete the activity.

https://forms.office.co m/g/UL8RuRwPYv Types of Work



### Value Added VS Non-Value-Added VS Non-Value Added *but necessary* activity continued

Value Added are **GREEN**, Non-Value-Added are **RED** and Non-Value-Added *but necessary* are **ORANGE**.



In your breakout rooms, brainstorm answers to the following questions.

1.What can you do to ensure our non-value added but necessary tasks are creating or perpetuating less waste?

2.What are some ways we could actually eliminate those tasks?