

Standard Work Checklist

Use the questions below to evaluate whether you have put in place all of the elements for successful standard work usage.

- Are all of the major steps in the process captured so that the work can be performed in a way which is predictable and repeatable?
- Is it documented in a way that can be understood by everyone who is expected to follow it?
- Has the whole team committed to trying the work this way together (even if it wasn't the way they would have chosen)?
- Have you accounted for variation? Have you made clear which parts of the process have room for flexibility?
- When will you evaluate the standard? What is your trigger?
- Is it clear to every team member how to bring forward ideas for improving to the next current best way? How will you handle and document those ideas?