

# 8 WASTES & DOWNTIME



## TOPIC: 8 WASTES & DOWNTIME

	What it is?	What to Look For?
1 <b>D</b> efects	<ul style="list-style-type: none"> <li>Defective transactions, errors leading to rework</li> </ul>	<ul style="list-style-type: none"> <li>Rejects, not in good order transactions sent for research or repair</li> <li>Missing information, rework loops or breaks</li> </ul>
2 <b>O</b> ver Production	<ul style="list-style-type: none"> <li>Producing too much, or producing too soon</li> </ul>	<ul style="list-style-type: none"> <li>Effort not aligned with risk, complexity or customer needs</li> <li>More information requested than required</li> </ul>
3 <b>W</b> aiting	<ul style="list-style-type: none"> <li>Waiting for documents, resources or information</li> </ul>	<ul style="list-style-type: none"> <li>Idle time, waiting for information</li> <li>Overfull inboxes</li> </ul>
4 <b>N</b> on-Utilized Skills	<ul style="list-style-type: none"> <li>Failure to utilize the time and talents of people</li> </ul>	<ul style="list-style-type: none"> <li>Significant portion of expert time "wasted" on low value activities</li> </ul>
5 <b>T</b> ransportation	<ul style="list-style-type: none"> <li>Work transferring across platforms or teams, non essential transportation</li> </ul>	<ul style="list-style-type: none"> <li>Excessive back and forth, repeated follow-ups</li> <li>Movement from location to location, building to building</li> </ul>
6 <b>I</b> nventory	<ul style="list-style-type: none"> <li>Work stuck in In-boxes not being processed, idle financial or fixed assets</li> </ul>	<ul style="list-style-type: none"> <li>Bottlenecks leading to "staging" areas for work in progress</li> <li>Idle or underutilized equipment</li> </ul>
7 <b>M</b> otion	<ul style="list-style-type: none"> <li>Inefficient placement of resources creating motion</li> </ul>	<ul style="list-style-type: none"> <li>Inefficient placement of office resources</li> <li>Physical distance between workstations</li> </ul>
8 <b>E</b> xcess Processing	<ul style="list-style-type: none"> <li>Excessive processing of transactions</li> </ul>	<ul style="list-style-type: none"> <li>Similar information being captured in several places</li> <li>Large variations in time to do similar tasks</li> </ul>