

## LEAN MAPPING AND 5S

Semester: Fall 2008

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**Course:** # XBUS 914  
Room: JH1230  
Ticket: 2087 - 18916  
**CEUs:** 2.7

**Course Schedule:** Course meets on Tuesdays, Oct. 21, 2008, through Dec. 16, '08 plus 1 Sat. Nov. 1 morning.

**Course Times:** Class will meet from 7:00 p.m. to 10:00 p.m., except on Saturday 11/1 (9 a.m.-12)

### Course Description and Objectives:

This course provides the tools for mapping a value stream. Here you will learn practical step-by-step methods used in identifying value streams, developing current state maps, future state maps, and the action plan that flows out of these. With the 5S methodology you will find out how to lay down a foundation for delivering high-quality products and services in the right quantity, and at the right time, to satisfy your customer's needs. This is the second course in the Lean Operations course series. Topics:

- Gain an understanding of the types of maps used for lean, along with a general introduction to value-stream mapping
- Learn how to: identify your company's value streams; create a current state map; develop other useful maps; and analyze a current state map along with developing a future state map
- Understand how to develop a framework for lean implementation using mapping
- Learn about the terms that make up 5S: Sorting, Shine, Standardize, Sustain, and Set in Order
- Identify what tools are appropriate for auditing and inspecting in order to maintain the 5S discipline after 5S has been implemented

### Course Objectives:

By the end of this 9-week course, the student should be able to:

- Perform the basic Value Stream Mapping of the current and future state for a selected process, coupled with an understanding of when it is appropriate to use the various mapping tools that are available. Be able to put in place and monitor a basic 5S program.
- Participate effectively in any internal continuous improvement program, especially Kaizen events, focused on meeting/exceeding customer requirements while at the same time enhancing the profitability of the enterprise.
- Understand the terminology relating to Value Stream Mapping (VSM) and 5S in both service and manufacturing organizations.
- Utilize some of the basic Kaizen and 5S assessment tools (student handouts) that are used to assess an organization's level of achievement at the beginning of the lean improvement journey, and to monitor progress as tools are used and methods implemented.
- Know where to access some of the many Internet based lean resources currently available.

As a part of the learning process, this class is also structured to encourage students to (a) share the best and the not so effective practices from their current work environment as it relates to

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the course subject matter, and to (b) provide a network resource to discuss pragmatic approaches to the real world lean operations' issues one might face in the workplace.

**Course Structure:**

In addition to classroom lecture, the instructor will use a variety of materials for instructional purposes, including: current articles from trade magazines and journals, DVD videos, and items to be included on the CD-ROM handout (tools, spreadsheets, sample documents, software programs, etc.).

**Grading Criteria:**

A total of 100 points can be earned in this class, with final grading subject to a curve or ranking adjustment as may be appropriate. Plus (+) and minus (-) levels of achievement are possible.

90-100 points = A  
80-89 points = B  
70-79 points = C  
60-69 points = D  
< 60 points = F

A grade of D or F (below 70 points) **will not** qualify towards any CSUN Certificate (i.e., 2.0) in Lean Operations should one be authorized by the Faculty Committee on Extended Learning. Certificate programs require a B- or 2.7 cumulative averages across all courses taken.

Grading is based upon demonstrated learning and is composed of the following:

Attendance = 20 points (Attendance will be recorded)\*\*

The course covers significant amounts of information in every class session, and subsequent sessions rely on information covered in earlier sessions. Therefore students must be present to learn from the lecture, discussions and in-class exercises.

Class participation = 15 points

Students will be graded on their active participation in class discussions, questions they ask, and sharing of their experiences with the exercises. Students are encouraged actively participate in each class and share examples of their own work environment.

Successful completion of in-class and take-home exercises = 30 points

Exercises ask the student to apply the concepts and tools presented through lecture, reading and discussion. Exercises may be completed individually or in small groups.

Final Class Project = 35 points

Each student will create a current state and future state value map for a real process within their organization, using the tools presented in the course. Grading will be based on the documents and the final oral presentation made to the rest of the class. Any student who is not currently employed or doesn't have access to the necessary data within their company should talk with the instructor regarding alternative scenarios.

\*\* You must be in attendance for 90% of the total class time to be eligible for Continuing Education Units (CEUs). Please advise the instructor in advance on those nights you will be unable to attend. More than two absences are considered a significant problem.

**Required Text Books (provided in class as a part of your paid tuition):**

1. Lean Mapping Participant Guide, APICS Educational & Research Foundation, September 2003 (APICS Stock # 01280)
2. 5S Participant Guide, APICS Educational & Research Foundation, September 2003 (APICS Stock # 01282)

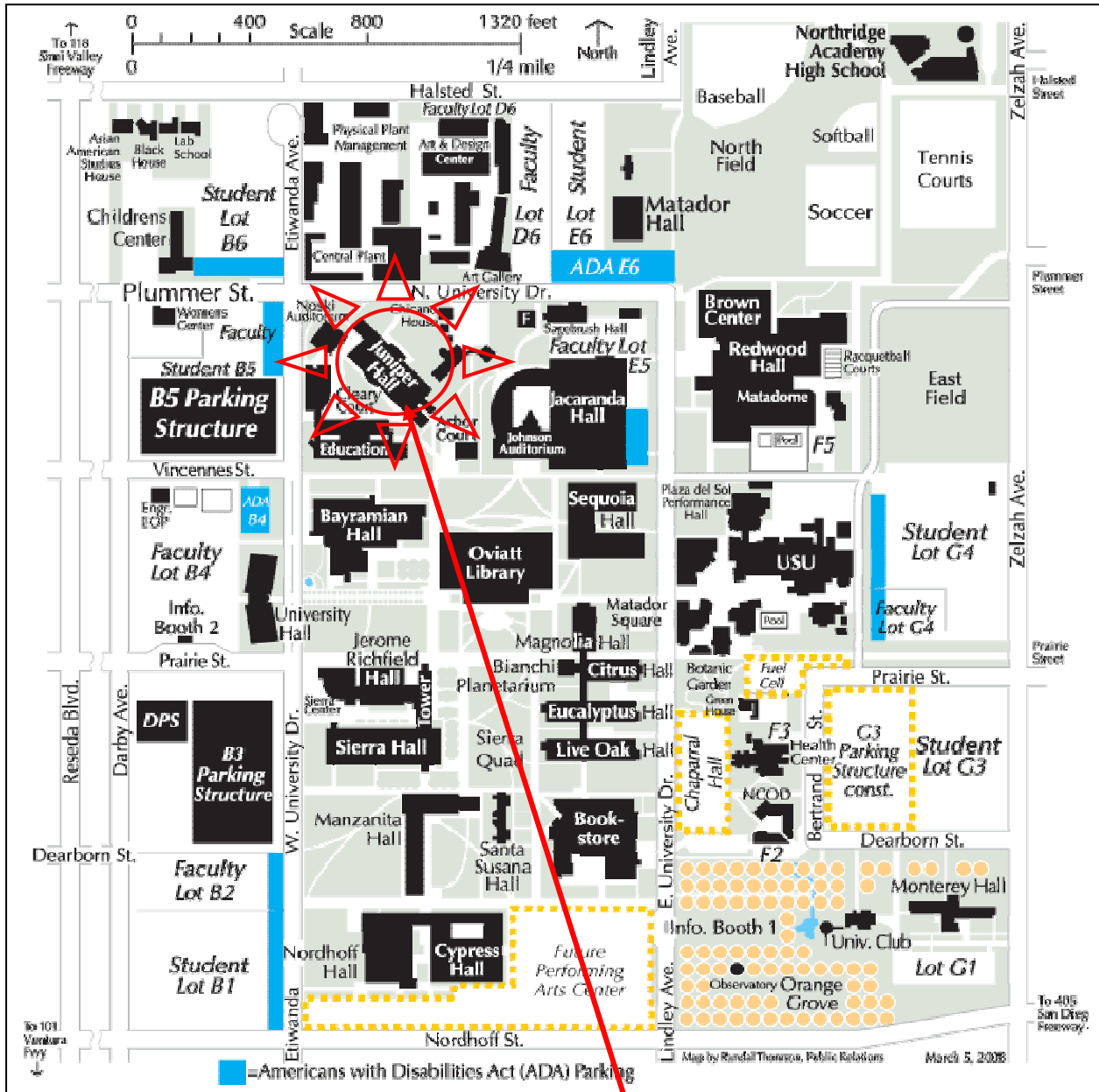
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3. The Lean Enterprise Memory Jogger, 2002, Richard L MacInnes (Goal/QPC) –  
Note: the memory jogger is distributed in the Introduction to Lean Operations course  
(see your instructor if you have not attended this course yet).

**Other Class Information:**

1. Things to have in class: (a) a calculator capable of square root, (b) a highlighter, (c) pencils, and (d) your Participant Guide & Text. You are encouraged to mark-up your Guide.
2. Parking - \$5 per session in Student Lots, \$126 per semester. Fines are typically \$30.
3. Breaks – There will be one, 12-minute break at approximately the mid-point of each class. Individuals are expected to be back in class promptly. No dinners in class, please.
4. Not every topic of this nine-week course may pertain to your current job duties. Remember, this is an educational course stressing lean methodologies, not a job specific training course.

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Room: Juniper Hall (JH) 1230