

Individual Assignment #1

Due Wednesday, September 14, 2005

Overview

Map a process in your area of interest at home or work. Pick any process that you are familiar with (e.g., a process in your workplace, the MIT registration process, etc.) The process should be mapped both upstream and downstream including the feedback loops. For each step identify whether its Value Added (VA) or Non-Value Added (NVA, distinguishing between both necessary and *muda* steps), keeping in mind the end customer of the process. The number of steps should be approximately 20.

Suggest a proposed more value-added process and draw the new process map. Write a one-page description of what is required to create the new process and the proposed benefits.