

LeanNEWS

VTrans

LEAN Training: *(more details on pg. 2)*

- Lean certification program offered through our own VTTC
- Free and available to all VTrans staff...and it looks great on a resume!
- **80+** White Belts & **15** Yellow Belts already trained here at VTrans!!!

In this edition we highlight the latest Lean event; TSMO's Sign Ordering process.

ALL ABOUT THE CONTAGIOUS WORLD OF PROCESS IMPROVEMENT

Fourth Edition



Sign Crew circa 19no-idea



Joe Kelly detailing the process

TSMO Lean Event

CHATTER BOX

Tips to Organize Your Work Space

1. Purge: *if you don't use it...lose it.*
2. Arrange your space: *make it work for you*
3. Use your tech: *it lives to serve*
4. File your stuff: *do it right & you just might find it again*
5. Time management: *"to-do" lists actually work*
6. Set a schedule: *✓email, return phone calls, etc.*
7. Organize digitally: *create email folders & rules*
8. Ritualize your day: *if that's your thing...*

PROJECT Goals:

- † Combine 3 processes into 1
- † Eliminate duplicated forms
- † No more NCR triplicate paper
- † Reduce length of time to order signs
- † Clarify what everyone's roles are
- † Order tracking...where's my sign?
- † Improve our asset management inventory

Transportation
Systems
Management &
Operations

PROJECT Outcomes:

- ✓ Combined processes; reduced # of process steps & time
- ✓ Version control for all forms
- ✓ Automation of paperwork
- ✓ Use Footprints to track & generate work orders
- ✓ Integrate with asset management inventory
- ✓ Reduce backlog
- ✓ Give leftover triplicate paper to BGS...



Suggest a Lean project

Click [here](#) or just stop by for a chat.

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RESULTS

Lean White Belt:

The focus of this **½-day training** is to give an introduction to the principles, philosophy, and tools of Lean. This course will acquaint attendees with the Lean methodology, provide an understanding for application of Lean tools in the workplace, and help to identify those individuals who aspire to become Lean practitioners and advance to Yellow and Green Belt training.

Course Details

Dates: ~~March 30 (FULL)~~
~~May 3 (FULL)~~
~~May 17 (FULL)~~
July 12
September 8

Time: 8:00am—12:00pm

Location: VTrans Training Center

Instructor: Ms. Kate McGovern, PhD – DPA Lean Instructor

Audience: Open to all employees – maximum class size 28

Cost: No Charge

Register: http://vtransoperations.vermont.gov/training_center



Lean Yellow Belt:

The focus of this **3-day training** is a hands-on learning of Lean techniques and thinking, and testing these techniques and building understanding of Lean process improvement concepts in a project team environment. Participants will apply learned techniques to an actual work process and construct an implementation plan to enact the improvements. Curriculum further develops Lean skills and prepares participants for advancement to Lean Green Belt training.

Course Details

Dates: ~~May 16, 19 and 24~~
June 14, 16 and 21
September 20, 22 and 27
October 11, 13 and 18

Time: 9:00 a.m. – 4:00 p.m.

Location: VTrans Training Center

Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor
Ms. Lee Joyce, MPA – DPA Lean Instructor

Prerequisite: Lean White Belt

Audience: Open to all employees – maximum class size 20

Cost: No Charge

Register: http://vtransoperations.vermont.gov/training_center



Lean Green Belt:

The focus of this **3-day training** is developing organizational Lean leaders. Curriculum will prepare participants for the multi-level responsibility of strategically applying Lean tools, guiding projects from charter to implementation, identifying new project opportunities linked with organizational goals, and fostering a culture of continuous improvement. Upon completion, participants will have the ability to utilize Lean tools with minimal assistance, facilitate Lean events, and train and educate others about Lean concepts.

Course Details

Dates: **July 19, 20 and 21**
November 15, 16 and 17

Time: 9:00 a.m. – 4:00 p.m.

Location: VTrans Training Center

Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor
Ms. Lee Joyce, MPA – DPA Lean Instructor

Prerequisite: Lean Yellow Belt; written pre-assignment

Audience: Open to all employees – maximum class size 20

Cost: No Charge

Register: http://vtransoperations.vermont.gov/training_center

