

**Racemark International A-Method Scorecard**

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| **Position Details** |
| **Date: 3/27/2018** | **Title: Lean Facilitator** |
| **Manager: Director of Operations, Mark Erickson** | **Region: USA** |
| **Mission** |
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| Identify and minimize process waste by leading and organizing events that utilize Kaizen, Value Stream Mapping, Mistake Proofing and Visual Management Systems. Support Operations in achieving significant improvements in Operational Efficiency by implementing Standardized Work practices.Teach and guide all team members through the cultural change and the implementation of the Lean process. |
| **Outcomes** |
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| **Outcome #1** |
| **Primary Task:**Conduct and scope potential issues, core processes and continuous improvement opportunities |
| **Supporting Action #1:**Meet with Management in a scoping session |
| **Supporting Action #2:** Collect and analyze baseline data  |
| **Outcome #2** |
| **Primary Task:**Present analysis of current process data and survey |
| **Supporting Action #1:**Analyze current process to uncover valued added steps and non-value-added step. Identify, rate and reach consensus on best ideas for improvement and new ideal process steps. |
| **Supporting Action #2:** Use lean tools (value stream mapping, takt time, Ishikawa (cause and effect), 5 why etc.) as needed to increase speed and reduce waste throughout process.  |
| **Outcome #3** |
| **Primary Task:**Create implementation plan for the new process with action agenda |
| **Supporting Action #1:**Develop a scorecard/dashboard of meaningful measures to track implementation process |
| **Supporting Action #2:** Guide preparation of report/summary and present to leadership. Produce a summary of actions and communicate to all stakeholders. Conduct follow-up meeting to review progress after 90/180 days (or tbd)  |
| **Competencies** |
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| **Competency #1** | Strong Project Management Skills.  |
| **Competency #2** | Minimum 2 years’ experience with strong facilitation and training skills to deliver Lean Manufacturing concepts, principles and practices. Experience in 5S |
| **Competency #3** | Prefer Degree in Mechanical Engineering or Industrial Engineering  |
| **Competency #4** | Strong team building skills with excellent written and verbal communication skills. Business process improvement knowledge and ability to train others with diverse backgrounds and education levels. |
| **Competency #5** |  |
| **Competency #6** |  |