



Kaizen Event Prep List

1. Refer to EPA “Lean Government Even Scoping Guide” for assistance in project selection
2. Refer to “Kaizen Event and Participants” document for assistance in team development
3. Discuss space needs/room reservation logistics with your agency’s Lean Coordinator
4. In the week prior to the event, distribute the Project Charter and event agenda to the Team Champion, even facilitator, executive leadership and other interested parties
5. Ensure that executive leadership (e.g. Commissioner and Deputy Commissioner) has time blocked off on their calendar to attend Monday morning’s introductions and Friday afternoon’s Final Presentation
6. Plan and arrange for parking (including reimbursement or validation, if applicable)
7. Deliver Lean supplies to the event room(s) the Friday before the event (see “Kaizen Supply List” for details)
8. ***If possible***, purchase coffee and snack for each day of the event. Plan for cake/dessert to be served after Friday afternoon’s Final Presentation
9. Discuss an agency communication plan with your Lean Coordinator. If your agency does not have a Lean Coordinator, contact the Program Director of LeanCT for assistance