
Kaizen Team Roles and Responsibilities

To help get your team involved and owning the success of your event, assign each member one of the following Kaizen event roles:

- Electronic Folder Person – (responsible to remind team at end of each day to load all electronic information into this folder.)
- Event Action-Item List Person – (responsible to log items, as well as, schedule who does what, by when and status.)
- Parking Lot List Person– (Keep track of ideas outside of the event scope)
- Time Keeper- (schedule breaks, keep team on track as per timing on agenda)
- Report Out Person– (knows PowerPoint and responsible for building report out)
- Photographer – (responsible for documenting Kaizen event through photos)
- Visio Expert – (responsible for converting Timelines, Flow Charts, Process Maps into electronic documents in Visio)
- Recorder – (responsible for converting flip charts, notes, and other event information into electronic form.)
- 30-Day Action List Person– (responsible for creating list of items that were started, but not finished, during the event.)
- Impact & Benefits Person– (responsible for taking the significant improvements implemented by the team and converting them to measurable benefits.)
- Sustain Auditor - (responsible to make sure team develops and completes appropriate sustain actions)
- Standard Work Auditor - (responsible to make sure team develops and/or updates the standard work for all processes affected by the event.)
- Room Managers – (responsible for 5S of the Kaizen room each day)

Have a topic idea? Submit to idea@ruckerassociates.com



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