

# Process Walk Worksheet Instruction

## Process Walk Worksheet

This form is used to document key attributes of the current process

Part/Information being Flowed or Process Reference: \_\_\_\_\_ Date: \_\_\_\_\_ Page \_\_\_ of \_\_\_

| Process Step # | Description of Action / Step   | Primary Responsibility Role  | Time (Total)   |  |  |  |
|----------------|--|--|--|--|--|--|
|                |  |  | Process Time   | Value Added Time   | Distance Traveled  | Number in Queue  |
|                | <p>Action/Task Description and reference number if applicable.<br/> <u>Examples of Actions/Tasks:</u><br/> <u>Staging, Waiting, Storage, Queuing, Moving, Delivering, Retrieving, Send, Receive ...</u><br/>                     * Use action words*</p> | <p><u>Function / Role</u> responsible for completing this task or activity</p> | <p><u>Average time</u> taken to complete this task from when the activity or task input is received (item first arrives) until the output is created (item leaves area). <u>Time to include hold times, inventory times etc.</u></p> | <p><u>Define after Process Walk.</u> <u>Total time taken to add value to the item/things that changes the fit, form or function of the item/things.</u> "The tasks or activities which your customer would pay you to do."</p> | <p><u>Total number of items waiting to be processed at this step or waiting to be transported away from this step. Provided by map maker</u></p> | <p><u>Total distance traveled including hold points and mail routes around the organization. Provided by map maker</u></p> |
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| <b>Totals:</b> |  |  |  |  |  |  |