16.852J/ESD.61J Integrating the Lean Enterprise

Individual Assignment #1

Overview

Map a process in your area of interest at home or work. Pick any process that you are familiar with (e.g., a process in your workplace, the MIT registration process, etc.) The process should be mapped both upstream and downstream including the feedback loops. Identify the Value Added (VA) and Non-Value Added (NVA, both necessary and *muda*) steps, keeping in mind the end customer of the process. The number of steps should be approximately 20. Suggest a proposed more value-added process.