GBMP Creating an A3 Action Plan

A3 IS A SIMPLE BUT POWERFUL TOOL DEVELOPED AT TOYOTA TO PROVIDE A CONCISE, AND STRUCTURED METHOD FOR PROBLEM SOLVING. THE A3 DOCUMENT CREATES A FRAMEWORK FOR PROBLEM IDENTIFICATION AND RESOLUTION, PROVIDING "PLAN ON A PAGE" THAT VISUALIZES THE PDCA PROCESS.

Overview: While the format for an A3 Action Plan may vary depending upon the nature of the problem to be solved, the constraint placed by the "A3" paper size (approx.. 11x17") creates the need to focus on the most critical aspects of the current condition, and then systematically apply countermeasures to achieve a substantially improved target condition.   Emphasis is placed on creating strong visual presentation of both before and after conditions, in order to create a compelling argument to implement. Key measures and milestones highlight the benefits to executing the plan as a well as creating a cadence for improvement.

After taking this class attendees will be able to:
- ✓ Articulate the problem in a clear and bounded manner.
- ✓ Use QC Tools and graphical methods such as VSM to detail the current condition.
- ✓ Clarify the system and process negative impacts of the current condition
- ✓ Evaluate the current condition in relation to an idea state.
- ✓ Identify appropriate countermeasures achieve a realistic target condition.
- ✓ Establish an action plan with project milestones and metrics.

Who should attend? This course is appropriate for all employees from front line to management and is equally effective in administrative and technical environments as in operations. The process is especially effective for use by cross-functional teams where information and material handoffs can be improved.

Time Commitment? This 16 hour course is presented in two single day sessions separated by one to two weeks to enable students to practice with real problems that are confronting them.

Course Outline:
- Developing an A3 mindset
- Using QC tools to problem solve
- Creating an A3 Action Plan
- A3 Case Study
- Linking A3's to policy deployment
- Hands-on Practice – PDCA with real world examples.

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