Kaizen planning

Activities monitoring

Benefits veryfing

Spreading best practices

Kaizen management

Continuously improve your company's processes with a simple, powerful and complete tool

Improve processes in simple and effective way

In modern companies the continuous improvement approach has supplanted the systemic planning approach, bringing great benefits in many economic sectors.

Organizations of any sector today are looking to improve their performance by stimulating and managing projects for re-engineering their processes carried out by operators who carry them out every day and who, for this reason, know them in depth like no other.

The **"kaizen" approach**, or **improvement** done in this way, **continuously** and **in small steps**, can be even more profitable if a planning, monitoring, control program is managed within **and dissemination of the best solutions** identified within the various projects started within an organization.

Exagogica Kaizen Management allows to manage process improvement in a simple but in-depth manner**, optimizing the economic results** that an *lean organization* approach can bring to any company.

What are the functions?

1. **Kaizen *planning*.**

2. **Activities monitoring**

3. **Benefits veryfing.**

4. **Spreading the "best practices"**

Support and simplify the activities of the managers

Exagogica Kaizen Management is a **solution designed specifically to support and simplify activities involving program and project managers** within organizations that adopt a *lean* approach (*World Class, Excellence System*, etc.).

Within the information system, each enabled user can insert project ideas, derived from the observation of the phenomena that occur within the managed processes, or based on the systematic analysis of economic data.

The initial investigation carried out by the head of the improvement program serves to establish a **priority among the possible restructuring projects of the processes**. Based on the costs and benefits foreseen for each intervention and based on the ease of execution and availability of resources to carry it out, the manager determines a priority order for the interventions, scheduling the start date for each project.

But there is even more. The solution is able to **support the program manager during the whole management of the activities** up to the last closing phase for **to analyze the data**, **to evaluate costs and benefits** and **file the experience** conducted.

Kaizen planning

Complete planning of improvement projects

The **planning of the Kaizen** is a very delicate phase that the **Exagogica solution supports in an extremely simple and functional way**.

Project proposals can be inserted by any authorized user who automatically becomes the person in charge of the same (Project leader).

For each project the Project leader **carries out an evaluation of possible costs and possible benefits**, an evaluation that is analyzed, can be possibly modified and validated by the Program Manager.
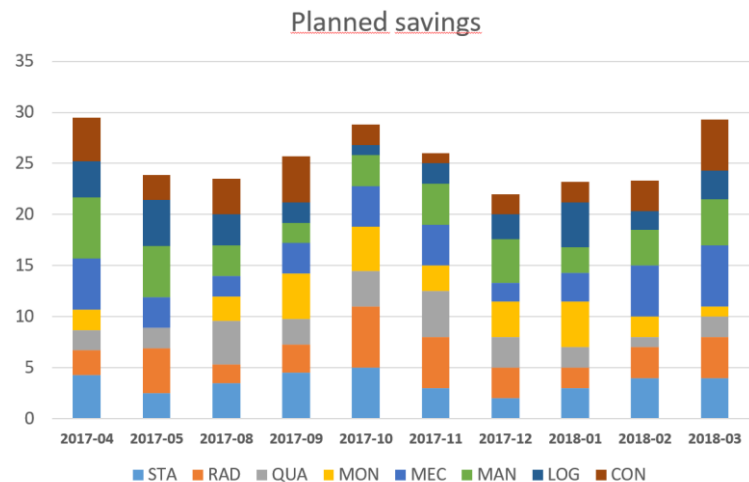
The data entered in the analysis phase allow to establish a **priority index of projects**, based on the expectation of economic benefit, but also on the technical ease of the intervention.

The Manager then takes care of analyzing the overall planning of the improvement projects and commitment of different Project leaders to define who will have to manage the implementation phase and from when.

What are the advantages?

The solution allows to manage:

- **new project ideas;**
- **forecast of costs and benefits;**
- **start of the implementation;**
- **leader selection**.

Planned savings

2 Implementation monitoring
Collect all the information to coordinate the project

"Exagogica Kaizen Management" deals with **making the life of the Project leaders simple**, minimizing the *data entry* but, at the same time, collecting all the information useful for the coordination of the improvement plan by the Program Manager.

When the project starting date arrives, for example, it is the system that alerts the project leader and asks for confirmation that the project has actually started. Through the response to this and other notifications, the **system keeps track of the implementation phase progress**, reporting to the program manager any delays and criticalities.

Other very useful functions during kaizen management are: **management of the knowledge inventory** and **workload management**.

Using the **first one**, it is possible to look for specialists within the organization by interrogating the system to verify who is expert in a certain technique or methodology.

Using the **second one**, instead, it is possible to choose the team members on the basis of their commitments on the overall of managed projects.

What are the advantages?

The solution allows to monitor:

- **actual start of activities;**
- **compliance with the schedule;**
- **involvement of the project team;**
- **workload of team members.**

Real results checking
Periodic checking of costs and benefits

The **results check** of a *kaizen* cannot be limited to the conclusion of the implementation phase, but **must ascertain what costs and economic benefits it has added to the process reconfigured in this way**.
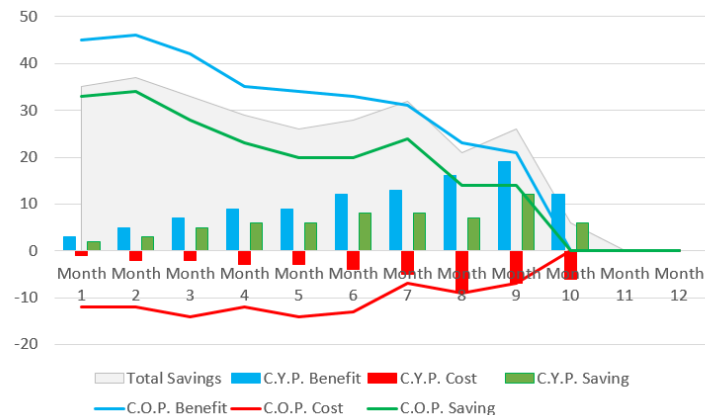
For this reason, it is important that costs and benefits are verified periodically (usually on a monthly basis) and, after a certain period of observation, are calculated on the annual exercise so as to determine the net economic result of the intervention (saving and benefit ratio / cost).

«Exagogica Kaizen Management» **supports the control phase** through a process in which the Project leader periodically inserts economic data and the program manager, generally assisted by a controller, certifies them.

A **calculation routine** allows **to shorten the control process** by setting the costs per year when the new process is deemed to have become stable.

What are the advantages?

The solution allows to control:

- **costs brought about by process changes;**

- **corresponding benefits;**

- **total annual savings.**

4 Capitalize and diffuse the *best practice*
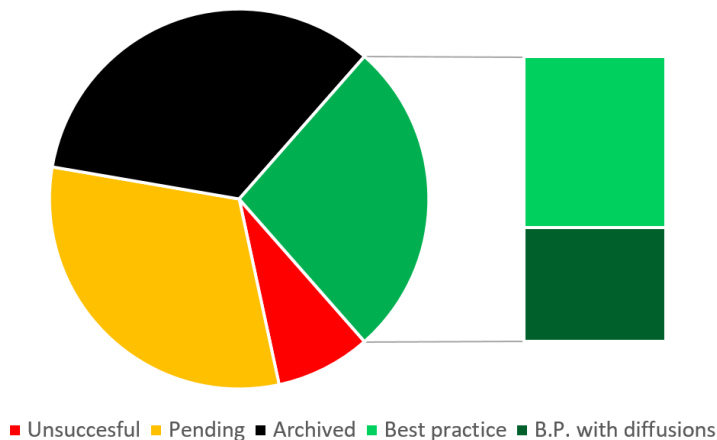## Complete, available and updated documentation

Capitalizing the results of a project is as important as making it.
«Exagogica Kaizen Management» helps the managers of continuous improvement processes because **automatically produces all the necessary documentation** to describe a kaizen based on the information gathered during the planning, execution and control process.

When a **kaizen** ends the control phase, it is therefore **very simple to capitalize it**, because a click is enough **to insert it in the "best practices"** and proceeding in this way, all system users are notified of its publication.

Equally important is the support of diffusion phase, because even in this case a simple click is enough to start a project similar to the one just concluded on another business process.

Project evaluation - consistency

■ Unsuccesful ■ Pending ■ Archived ■ Best practice ■ B.P. with diffusions

What are the advantages?

The solution allows to realize:

• **"best practice" lists;**

• **notifications to the project leaders community;**

• **diffusion through the application in other processes.**

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