

Element to be Judge (according to A3 Thinking - PDCA)							Poor	Good	Excellance	
No.	Deming's Cycle	Construct	Weightage	Item	Weightage	Scale				
1	PLAN	Background and Problem Statement	15	Outline problem must focus on prevention (not low hanging fruit or most easily achieved)	5	1	2	3	4	5
				Must reflect one of VOC/VOB (voice of customer / voice of business) - client expectation	5	1	2	3	4	5
				Identify the Gap (Measureable) current & target performance	5	1	2	3	4	5
2	PLAN	Current State VSM	20	Layout must comply with VSM characteristics e.g. process, time, inventory, PLT etc.	5	1	2	3	4	5
				Reflect actual process / specific process	5	1	2	3	4	5
				Waste identification	5	1	2	3	4	5
				VA/NVA analysis	5	1	2	3	4	5
3	PLAN	Kaizen Burst /Root Cause	10	Selection of kaizen burst significant to problem area identified	5	1	2	3	4	5
				Analysis to determine root causes (Fishbone, 5Whys, Pareto)	5	1	2	3	4	5
4	Do	Countermeasures and Action Plan	10	Kaizen (Countermeasure) plan & implementation	5	1	2	3	4	5
				Cross functional involvement	5	1	2	3	4	5
5	CHECK	Future State VSM / Measurement	15	Layout must comply with VSM characteristic e.g. process, time, VA/NVA, PLT etc.	5	1	2	3	4	5
				Effect confirmation - the team able to show significant improvement	5	1	2	3	4	5
				VA/NVA analysis	5	1	2	3	4	5
6	FOLLOW UP ACTION	Sustainability	15	Monitoring - follow up	5	1	2	3	4	5
				Standardization (e.g New Policy, SOP, etc)	5	1	2	3	4	5
				Action for spread - Sharing to other	5	1	2	3	4	5
7		A3 Poster/ Oral Presentation	15	All construct no.1- 6 shall include in A3 report poster - Accuracy of information (poster represent project)	5	1	2	3	4	5
				Effective usage of visual with logical sequence (physical)	5	1	2	3	4	5
				Q&A session: to assess the depth of understanding	5	1	2	3	4	5
				- ability to answer the given questions from panel judges	5	1	2	3	4	5
total										100