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Most lean office books are lean manufacturing books with the word "office" pasted in. This booklet has some of the same issues - it addresses lean manufacturing principles and calls them lean office. The structure

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of the book is good with titles such as "Takeaways", where the takeaways are sometimes limited: "A focus on meeting customer needs is ...

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Practices And Cases...

The Lean Office: Collected Practices and Cases is a compilation of articles previously published in the Productivity Press newsletter, Lean Manufacturing Advisor. These

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Practices discuss lean
implementations in non-
manufacturing operations,
from design to processing
invoices to customer
service. Most articles are
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Implementations in non-manufacturing operations, from design to processing invoices to customer service. Most articles are written in the form of case studies.

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...

A Lean office has minimal
WIP. A major goal of Lean is
reducing or eliminating work-

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in-process. It speeds up lead time, reduces inconsistency in the customer experience, and eliminates a major source of waste. A Lean office strives for flow. Flow is one of those concepts that you'll

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Practices And Cases In short,
Insights On Implementation
it is the art of being able
to have work move start to
finish by the shortest means
possible, all without
stopping to wait in a queue.

11 Principles of a Lean

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The lean office and service effort should focus on the key business processes that directly affect the

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organization's ability to deliver value to its customers, such as the processing of orders. The business will then realize near immediate benefits, and customers will quickly see the results.

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*Practicing Lean Fundamentals
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Project Management. If the
following benefits sound
like something you'd like
for your business, you need
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principles: 80%+ waste

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reduction. 50% lower
production costs. 80-90%
reduction in standing
inventory. 90% lower cost of
quality (it's 90% cheaper to
make quality products)

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