

# Visual Management Board Checklist



Item	Question	YES	NO
1	Does the Visual Board display real-time production rates vs Customer demand?		
2	Is the data displayed whole, complete, accurate, up to date, in use and useable?		
3	Is there a section to communicate problems / breakdowns and corrective actions?		
4	Is the status of the information displayed easily understood in less than 5 seconds?		
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6	Is the information colour coded to distinguish "good" and "not good" conditions?		
7	Is the board located in a central location as close to the process as possible?		
8	Are there regular stand up meetings scheduled at the board?		
9	Is there a defined schedule and structure to keep the board up to date?		
10	Does the board facilitate communication between teams and shifts?		
11	Is it clear who is responsible to update the board?		
12	Could a new person quickly understand the information displayed on the board?		
13	Are Process Stakeholders aware that they can update, edit and improve the board?		
14	Are board materials useable and available? (markers, eraser, magnets, etc)		