



Exercise: VSM Process Step Worksheet

Start Time: _____ End Time: _____

Distance from last queue (if applicable): _____

Process Step: _____

Activity	Number of Workers/FTEs
1	
2	
3	
4	
5	

Value Add/Touch time (minutes): _____

Type of Patient Lift/Movement: _____

Distance to next step/queue (feet): _____

Wait time in/between Steps (minutes): _____