

# Lean and Asakai Dictionary

A glossary of key concepts used in Asakai meetings, Lean management and operational improvement.

Term	Definition
Action Plan	A structured set of tasks designed to solve a problem.
Action Owner	Person responsible for completing an assigned action.
Accountability	Responsibility for completing tasks and delivering results.
A3 Report	Structured Lean problem solving document summarizing analysis and actions.
Alignment	Ensuring teams work toward the same objectives.
Asakai	A short daily operational meeting used to review performance and identify problems.
Best Practice	A method proven to deliver superior results.
Bottleneck	A point in the process that limits overall capacity.
Business Process	A set of activities producing a specific result.
Collaboration	Working together to achieve common goals.
Continuous Improvement	Ongoing efforts to improve products, services or processes.
Corrective Action	Action taken to eliminate a detected problem.
Cycle Time	Time required to complete one unit of work.
Daily Management	Operational control through daily performance monitoring.
Decision Making	Process of selecting the best solution.
Deviation	Difference between expected and actual results.
Efficiency	Producing results with minimal waste.
Escalation	Raising an issue to higher management when it cannot be solved locally.
Escalation Path	Defined route for raising operational problems.
Facilitator	Person guiding and managing a meeting.
Feedback	Information used to support improvement.
Flow	Smooth movement of work through a process.
Gemba	The real place where work actually happens.

Gemba Walk	Practice of observing work directly at the workplace.
Goal	A specific objective to be achieved.
Impact	Effect of a problem or improvement.
Improvement Idea	Suggestion for improving a process.
Inventory	Materials or products waiting in the process.
Issue Resolution	Actions taken to solve a problem.
Kaizen	Philosophy of continuous improvement involving everyone.
KPI	Key Performance Indicator used to measure success.
Lead Time	Total time required to complete a process.
Lean Management	Management philosophy focused on eliminating waste.
Metrics	Measurements used to track performance.
Motion Waste	Unnecessary movement of people or equipment.
Observation	Careful monitoring of a process.
Operational Excellence	Continuous improvement in operational performance.
Operator	Person performing operational tasks.
PDCA Cycle	Plan - Do - Check - Act improvement cycle.
Performance Gap	Difference between expected and actual performance.
Process Owner	Person responsible for a specific process.
Process Flow	Sequence of activities needed to complete a task.
Productivity	Output produced relative to resources used.
Quality Control	Ensuring products meet quality standards.
Quality Defect	An error or flaw requiring correction.
Resource Allocation	Distribution of resources to tasks.
Risk	Potential event affecting operations.
Root Cause	Fundamental reason for a problem.
Safety	Protection of workers from hazards.
Standard Work	Documented best method for performing a task.

Stand Up Meeting	Short meeting conducted while standing.
Supervisor	Person overseeing operational activities.
Takt Time	Production rate needed to meet customer demand.
Team Leader	Person coordinating team activities.
Throughput	Rate at which a system produces output.
Value	What the customer is willing to pay for.
Value Stream	All steps required to deliver value.
Value Stream Mapping	Visualization of process flow to identify waste.
Visual Management	Using visual tools to communicate status.
Waste	Any activity that does not add value.
Waiting	Idle time where work is not progressing.
Workflow	Sequence of activities completing a task.
Workstation	Location where work tasks are performed.