

Lean Project Checklist

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1. Identify and Eliminate Waste

Review your project lifecycle and identify areas of waste. Use the seven Lean wastes as a guide:

Type of Waste	Digital Project Example
Over-production	Developing unused features or duplicate functionality
Waiting	Delays in approvals or hand-offs
Over-processing	Unnecessary reports or excessive documentation
Motion	Constant switching between systems/tools
Inventory	Large backlog of unfinished or obsolete work
Defects	Rework caused by poor quality or unclear requirements
Underutilised Talent	Not involving key SMEs early enough

2. Map the Value Stream

Visualise how value flows through your delivery process. Identify bottlenecks, redundant steps, and long approval chains.

3. Measure What Matters

Focus on metrics that indicate flow and value, not just activity:

Metric	Purpose
Cycle Time	Measures how long work takes from request to delivery
Defect Rate	Tracks quality of output and rework required
Customer Satisfaction	Assesses whether value meets expectations
Value Delivered per Sprint/Release	Quantifies outcomes, not output

4. Empower Continuous Improvement

Encourage your teams to identify improvement opportunities during retrospectives. Reward simplification and efficiency gains.

5. Reflection Prompts

Use these questions at the end of each phase:

- What waste did we remove in this phase?
- What slowed us down or added no value?
- How can we deliver faster next time without compromising quality?
- What new insights can we apply to future projects?