



Capabilities Assessment Content Outline

Candidates will be asked to address questions and topics through examples from their experience on real-world projects. The tables below illustrate the major topics presented in the capabilities assessment. This is followed by an example for each part and the assessment scoring details.

SECTION 1: Candidate must complete all seven prompts

Prompt #	Prompt Name
1	Milestone planning – Part 1 and 2
2	Phase pull planning – Part 1 and 2
3	Lookahead planning – Part 1 and 2
4	Weekly work planning – Part 1 and 2
5	Learning / Improving: Daily huddles – Part 1 and 2
6	Learning / Improving: Percent plan complete – Part 1 and 2
7	Learning / Improving: Variance management – Part 1 and 2

SECTION 2: Candidate must complete four of seven prompts

Prompt #	Prompt Name
8	Visual management – Part 1 and 2
9	Risk / Opportunity management – Part 1 and 2
10	Problem solving using A3 – Part 1 and 2
11	Root cause analysis / Five why – Part 1 and 2
12	Process mapping – Part 1 and 2
13	Conduct gemba walks – Part 1 and 2
14	5S Implementation – Part 1 and 2



PART 1: Example Questions

Milestone Planning (Prompt 1)

Question	Grade
1a. Describe the key goals for milestone planning.	
1b. Describe the actions taken to prepare for the milestone planning session.	
1c. Describe who was involved in the session.	
1d. Describe when in the process the milestone planning session was held and the logic for the timing.	
1e. Describe how the term milestone was defined and how the milestones were identified and characterized.	
1f. Describe the impact of the milestone plan for the project.	
1g. Describe how the plan was used moving forward.	
1h. Include milestone planning artifact (materials submitted). Example of a portion or full milestone plan you worked on (i.e., readable picture of plan on wall, digital plan, screen shot, etc.) photos of the team in action during the planning session, photos indicating visual use of milestones	
Total for Prompt 1, Part 1	SCORE

PART 2: Example Questions

Milestone Planning (Prompt 1)

Part 2

Identify how three of the six tenets relate and briefly describe how your team supported the behaviors to create the Lean culture for each of the three.

- Tenet 1: Respect for people
- Tenet 2: Optimize the whole
- Tenet 3: Generate value
- Tenet 4: Eliminate waste
- Tenet 5: Focus on flow
- Tenet 6: Continuous improvement



Capability Assessment Scoring

The scoring scale for all Part 1 prompts will be as follows:

0	1	2	3	4
Does not answer question; Answer does not correctly apply	Identifies correct answer but offers no or incorrect description	Identifies correct answer and offers minimally satisfactory description	Identifies correct answers and offers competent description	Identifies correct answers and offers exemplary description that exceeds expectations

The scoring scale for all Part 2 prompts will be as follows:

0	1	2	3	4
Does not answer question; Answer applies completely incorrect tenets / behaviors	Identifies how three relate but offers no or incorrect description and supporting behaviors	Identifies how three relate but offers minimally satisfactory description and supporting behaviors	Identifies how three tenets relate and offers competent description and supporting behaviors	Identifies how three tenets relate and offers exemplary description and supporting behaviors that exceeds expectations