Q1---Business Case   (RCA)--Investigate

RCA:

Theme/Business Objective: 5S

Team: Ian, Ambrose, Andrew, Jason, Violet, John, Zach, Nathaniel

Problem/Project Description: We spend a lot of time looking for parts and tools which are sometimes lost, in use, inaccessible, or out of stock

Goal: Implement 5s methodology to reorganize our room and maintain a new standard of cleanliness

Background Information:

Since our ultimate goal is to make our season to be as efficient as possible. Time should not be wasted on non value added items, especially searching for lost parts or tools.

The culture that is currently present on the team deems it acceptable to set things down anywhere, leave trash lying out, only reorder when a part is completely depleted, and leave the room messy at the end of the day. If a rookie sees a captain practicing poor procedures they are likely to imitate and adopt those procedures

Sometimes someone ill be inconvenienced by aiting for a tool that someone else is using, then find out they had finished using that tool fifteen minutes ago. Or they wait for the tool repeatedly when it would cost the team little expense to get additional copies of that tool.

Returning from competitions or preparing for outreach events often throws the room into chaos that takes months to get cleaned up

How do we know what's clean if we don't have standards or guides to show what goes where?

We have no place to put W.I.P. inventory, as a result parts and assemblies get left laying around the room and on the cart.

Raw materials are inaccessible and disorganized

Q3--- Target Condition   (RCA)--Decide

Examples of 5S Visuals

Stocking fixtures

Rejects or materials on hold

Inside and outside of

Q2--- Current Condition   (RCA)--Analyze

Work stations are messy

Bins lack organization and inventory

Parts stacked or piled on top of each other makes it hard to access other parts or tell if we need to reorder.

Open single drawers let tools slide around loosely, and don't encourage order.

Lack of consistant organization means there's no way of knowing where a specific tool is.

Messy inconsistant labelling system

Storage areas are disorganized

Unused scrap material

Q4--- Action/Activities   (RCA)--Implement

2018 Action Plan

(Who)	Action Items (What)	18th	21st	23rd	28th	30th	
All	Sort						
	Sort review discussion and "Set in order" plan		x				
	Remove trash and recycling pile	x					
	Build pegboards			x			
	Make new labels			x			
	Organize and create inventory			x			
	Reorganize green parts bins			x			
	Reorganize toolbox drawers			x			

Progress History: