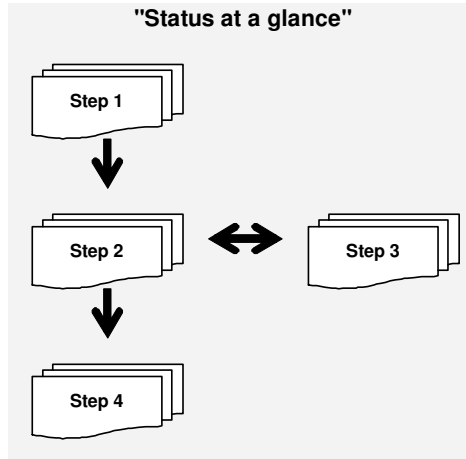


# Daily Kaizen - Introduction

## Elements?



**Pareto**

Pareto Item	Daily Numbers of Blank Orders							Total
Waiting in factory	000	000	000	000	000	000	000	
Checking standards and instructions	000	000	000	000	000	000	000	
Inspecting and preparing samples for test	000	000	000	000	000	000	000	
Setting up test	000	000	000	000	000	000	000	
Setting in progress	000	000	000	000	000	000	000	
Deciphering results	000	000	000	000	000	000	000	
On hold waiting for sample	000	000	000	000	000	000	000	
On hold waiting for hardware	000	000	000	000	000	000	000	
On hold pending on client instructions	000	000	000	000	000	000	000	
On hold pending on job holder instructions	000	000	000	000	000	000	000	
On hold waiting for equipment	000	000	000	000	000	000	000	
Outsourced to 3rd Party Lab	000	000	000	000	000	000	000	
As related to customer CSR only	000	000	000	000	000	000	000	

**Action Plan**

Action	Owner	Progress
<b>1a. Storage location for samples - status not work in progress</b>		
Reason for many samples are in the lab today (by size & by process step if needed or not)	Earl	
Identify, present and receive options for storage of work-in-progress samples within the lab	Earl	
Select one option and approve layout plan for storage location	Stephen	
Price up selected location (check the cabinet or 1 shift time usage)	Earl	
Backlog already existing to new location within lab	Earl	
Establish a review cycle to keep	Earl	
Put stock on lab, done to assess new samples are not moved within work-in-progress samples	Earl	
<b>1b. Storage location for samples - manage samples waiting for job holder attention</b>		
Self initiated feedback and report from job holders regarding sample management (especially initial sample inspection and sample after work order completed)	Stephen	
Begin discussion from job sample management (especially initial sample inspection and sample after work order completed) to new location	Stephen	
Designate a temporary storage location for samples not needed in the lab	Tim	
Self-lead a detailed improvement plan for basic office processes and associated sample management (ie initial sample inspection etc.)	Tim	
Develop a review process to re-evaluate organization of samples	Tim	

## Intention?

See the forest and the trees in one glance

Prevailing trends over time  
Biggest opportunities

Generate ideas  
Set priorities for improvement actions

## Tips?

Visual  
Should be natural  
Should make life easier  
Should be simple  
Easy for anyone to understand  
Meaningful view  
Makes all issues visible

Easy to track  
Easy to understand  
Makes top issues visible  
Drives answers to "why" not "what"  
(right level of detail, clue generation)  
Defined update frequency  
(e.g. daily, weekly, sample etc.)  
Defined review frequency  
(e.g. weekly, monthly, etc.)  
Content over presentation  
(does not have to be pretty or perfect)  
(handwritten in pencil is just fine)

Structured reviews  
Blocked time to make improvements  
Team-based activity  
Priority of activity based on pareto  
Clear ownership



