

# How should performance progress during the day and how does it actually progress?

Watch the Tutorial here:



Shopfloor Board 2.3.2  
Daily Target

Daily Target

Month

Year

Output

	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	
Time									
Target									
Actual									

# How must the process work to achieve the desired goal?

Watch the Tutorial here:



Shopfloor Board 2.3.3 (a)  
Standard Worksheet

<b>Area:</b>								<b>Product:</b>					
<b>Line:</b>								<b>Product-No.:</b>					
<b>Process:</b>				<b>No. of Operators</b>				<b>Customer Takt:</b>		<b>Cycle Time:</b>			
No	Work Step			Total Time	Single Times	Q	S	Drawing / Sketch					
1				00:00									
2													
3													
4													
5													
6													
7													
8													
9													
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20													
<b>Date:</b>				<b>Creator:</b>				<b>Signature:</b>					
Routes:		Buffer before:		Buffer during:		Quality Control:		Safety Markings:		Page:		from	



# What are the working contents and key points of the process?

Watch the Tutorial here:



Shopfloor Board 2.3.3 (c)  
Job Breakdown Sheet

Area:		Product:			
Line:		Product-No.:			
Process:		Workstep:			
No.	Work Content (What's the observed operation?)	Key Point (What exactly needs to be considered?)	Description of Key Point (Why is the Key Point important?)	Drawing / Sketch	o.k.-Cycle
1					1. 2. 3. 4. 5.
2					1. 2. 3. 4. 5.
3					1. 2. 3. 4. 5.
4					1. 2. 3. 4. 5.
5					1. 2. 3. 4. 5.
6					1. 2. 3. 4. 5.
Date:	Creator:	Signature:	Page: of		



# Which employee works at which workstation today?

---

*Not present today*



# What disturbances occurred during the shift?

Watch the  
Tutorial here:



Shopfloor Board 2.3.6  
(a) Disturbance Detection

Year

Month

Day

Shift

**Problem / Disturbance**

**Lost Time**

**Frequency**

**Comment**



# How much loss is caused by the top disturbances?

Watch the  
Tutorial here:



Shopfloor Board 2.3.6  
(b)  
Disturbances

Target																																Month	Year
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

Enter the top disturbances here and assign them a color / pattern if necessary

\_\_\_\_\_
  \_\_\_\_\_
  \_\_\_\_\_
  \_\_\_\_\_
  \_\_\_\_\_
  Other Disturbances

# What measures need to be implemented to complete the improvement project in a way that is suitable for everyday use?

Watch the Tutorial here:



Shopfloor Board 2.3.8  
Implementation Progress

	Problem	Action	When defined?	Responsible	Until when?	Status				
1										
2										
3										
4										
5										
6										
7										
8										
9										



Date & Responsible Person defined



Implementation Proposal available



Implementation started



Implementation 100% complete



Effectively completed

# What successes have you achieved through the improvement?

Watch the Tutorial here:



Shopfloor Board 2.3.9 Successes

Milestone / Topic: \_\_\_\_\_

Before	After	Impact
<p style="text-align: center;"><b>Picture Before</b></p>	<p style="text-align: center;"><b>Picture After</b></p>	<p>A bar chart with two bars. The first bar is labeled 'Before' and has a value of 20. The second bar is labeled 'After' and has a value of 15. A horizontal line connects the top of the 'Before' bar to a green circle containing '-25%'. A vertical arrow points from the circle down to the 'After' bar. To the right of the circle is the text '[min/Pc]'.</p>
<p><b>Short Description:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<p><b>Short Description:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<p><b>Effect:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>

# What tasks need to be carried out to ensure that the process runs stably on a day-to-day basis in the medium term?

Watch the Tutorial here:



Shopfloor Board 2.3.10  
Taks-Overview

	Task	How often? (Frequency)	Who?	Comment
1				
2				
3				
4				
5				
6				
7				
8				
9				

# What is needed to solve the problem in a sustainable way?

Watch the Tutorial here:



Shopfloor Board 2.3.10  
Problemsolving (A3 Report)

Problem	Sponsor	Date																																									
<b>1. Background and problem description</b> What is the current actual state or problem? Understanding the current state can also help: <ul style="list-style-type: none"> <li>Standards</li> <li>Process observation</li> <li>Sketch/drawing of the actual state</li> </ul>																																											
<b>2. Problem verstehen</b> To better understand the problem you can apply the 5 W-questions: <ol style="list-style-type: none"> <li>Where (did the problem occur)?</li> <li>Who (was involved or discovered the problem)?</li> <li>What (exactly happened)?</li> <li>How (did the problem occur)?</li> <li>How often / strongly (did the problem occur)?</li> </ol>																																											
<b>3. Root cause analysis</b> When searching for the causes, the Ishikawa diagram is helpful  In addition also help: <ul style="list-style-type: none"> <li>5x Why</li> </ul>																																											
<b>4. Desired state (target state)</b> What should the condition be when the problem has been eliminated?																																											
<b>5. Immediate actions</b> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">What?</th> <th rowspan="2">Who?</th> <th rowspan="2">Until when?</th> <th colspan="5">Status</th> </tr> <tr> <th>⊕</th> <th>◐</th> <th>◑</th> <th>⊙</th> <th>✓</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				What?	Who?	Until when?	Status					⊕	◐	◑	⊙	✓	1									2									3								
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<b>7. Success control</b> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">KPI</th> <th rowspan="2">Actual Value</th> <th rowspan="2">Target Value</th> <th colspan="5">Act. Value Day/CW</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				KPI	Actual Value	Target Value	Act. Value Day/CW					1	2	3	4	5	1									2																	
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