Huddle Board

**PURPOSE:** To leverage staff’s collective knowledge to redesign and continuously improve our workspace and related processes.

**WHAT’S HAPPENING**

**Next Huddle:**
- **When:** Monday, 11/15
- **Where:** Supply Room

**METRICS**

- **# of minutes to find wipes**

**HUDDLE STANDARD WORK**

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>1. PLAN</th>
<th>2. PLAN</th>
<th>3. DO</th>
<th>4. CHECK &amp; ADJUST</th>
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<tbody>
<tr>
<td>• Background</td>
<td>• Current state</td>
<td>• Ideal State</td>
<td>• Key Learnings</td>
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<tr>
<td>• Customer Need</td>
<td>• Root cause analysis</td>
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<td>• Measures</td>
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**BARRIERS**

The numbers in yellow indicate to the facilitator the order in which each item is to be presented at the huddle. These items are explained in more detail for the facilitator in the Huddle Standard Work (created by the process owner with input from participants).

Typically, the 5S process owner facilitates the huddle, but this responsibility can and should be shared and rotated amongst huddle participants.