

# Lean Daily Management System

## 5 S HUDDLE BOARD

2

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

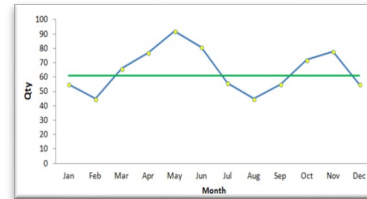
### WHAT'S HAPPENING

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

4

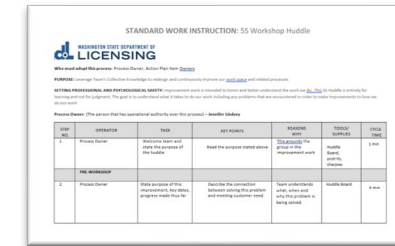
### METRICS

# of minutes to find wipes



1

### HUDDLE STANDARD WORK



3

### A3 CHARTER

<b>1. PLAN</b> <ul style="list-style-type: none"> <li>Background</li> <li>Customer Need</li> <li>Measures</li> </ul>	<b>3. DO</b> <ul style="list-style-type: none"> <li>Ideal State</li> <li>Target State</li> <li>Hypothesis</li> </ul>
<b>2. PLAN</b> <ul style="list-style-type: none"> <li>Current state</li> <li>Root cause analysis</li> <li>Countermeasures</li> </ul>	<b>4. CHECK &amp; ADJUST</b> <ul style="list-style-type: none"> <li>Key Learnings</li> <li>Action Plan</li> <li>Iteration</li> </ul>

5

### ACTION ITEMS

What	Who	By When?	Done?

6

### BARRIERS

What	Who	Support Chain	Date Reported	Resolved?

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

Staff Development

Standard Work

# Leader Standard Work