

5 S Implementation Action Plan

No.	What	Who	By When?	Done?
1	Choose an area to 5 S based on data that tells you there is a problem or that waste that is occurring. *Always do a “go see” or Gemba walk (don’t assume in your room!)			
2	Determine a Sponsor or leader that will support sustainment of this effort and best practice is to create a charter (A3 or other simple document) to guide your improvement work			
3	Determine the customer(s)* of the area. *Remember the final customer and how waste impacts what they need from you			
4	Determine the customer need.			
5	Determine how you will measure the customer need based on data.			
6	Capture the current state in a drawing or process map.			
7	Record the problems in the process that keep you from meeting the need of the customer(s).			
8	Conduct root cause analysis on the problems.			
9	Brainstorm a 5 S for each root cause (all of the following will apply to at least one root cause): Sort, Shine, Set in Order, Standardize, Sustain			
10	Capture your target or future state (what the process looks like with countermeasures implemented).			
11	Create a hypothesis statement against your measures in #4 to check your logic (example: If we implement 5 S, we expect measure #A time to find wipes to decrease by x amount by this date)			
12	Create your action plan to ensure your target or future state becomes a reality.			
13	Once you’ve reached your target or future state, keep iterating toward that ideal state!			