

5S Workshop Blueprint

Date _____

Department _____ and Campus _____

Action	Accountable person	Support	By when	Check date	Comments/ completion date
Initiating a 5S project					
q Contact requestor and identify Executive Manager, Authorizing Manager (AM), potential Process Owner (PO)					
q Meet with Authorizing Manager and Process Owner to clarify project					
q Go/No Go decision based on skilled knowledge of AM & PO.					
5 Weeks Prior to Rapid Process Improvement (RPI) -Assessment					
q Identify potential future Management Guidance Team (MGT) members (PRM, Facilities, Others?)					
q Conduct "3 Actuals" Walk of proposed area					
q Establish workshop opportunities & risks					
q Identify area boundaries					
q Develop preliminary workshop goals/targets					
q Determine data elements needed, if any, beyond 5S+ audit					
q Collect and analyze existing data (if needed)					
q Identify workshop participants – Demonstrated ability to learn – Demonstrated ability to work in a team – Demonstrated skilled knowledge of area processes					
q Set tentative workshop date					
4 Weeks Prior to 5S - Planning					
q Report preliminary findings to future Management Guidance Team – establish Go/No Go decision with MGT					
q Confirm workshop dates					
q Establish audit team					
q Draft 5S workshop charter					
q Schedule 5S orientation and training as needed					
q Confirm and schedule lunch during workshop - catering?					
q Schedule PRM, Facilities, Environmental Services & IS oncall support, as needed.					

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3 Weeks Prior to 5S					
q Schedule workshop participants					
q Conduct detailed “3 Actuals” walk – To understand actual work – Interview area personnel as necessary					
q Schedule PRM/Facilities/Env. Svcs. area walkthrough, if needed					
q Define and Collect baseline data (Process Data Worksheet), if needed					
2 Weeks Prior to RPI					
q Update workshop team charter					
q Order supplies, tape for floor					
q Continue to collect baseline data, if needed					
q Conduct 5S+ preworkshop audit + take “before” photos					
q Arrange for staging of unneeded items during workshop					
1 Week Prior to 5S					
q Deliver staff in-service on 5S					
q Continue to collect baseline data, if needed					
q Schedule 30-day Newspaper weekly review meetings					
q Verify catering (as appropriate)					
q Verify room					
q Remind IS (as appropriate)					
q Remind PRM/Env. Svcs/Facilities/Distribution for 5S staging of unneeded and deep cleaning (as appropriate)					
q Verify supplies for meeting					
q Remind team members 3 days before workshop of charter, times & dates					
5S Workshop Day					
q Sort every item in the workshop area					
q Move not-needed items to an area for “auction” or review					
q Clean the workspace (possibly “deep clean” with help)					
q Reorganize and simplify the workspace					
q Apply signboard strategy					
q Develop 30-day Newspaper assignments					
q Develop communication plan for “Monday morning” daily mgmt					

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1st Week Following 5S					
q Monday morning daily management meeting					
q 30-day Newspaper meeting					
30 Day Follow-up					
q 30-day Newspaper meeting held weekly to review assignments & ensure implementation					
q 30-day PDSA review with MGT to ensure implementation, as needed					
q 5S post-workshop audit					
60 Day Follow-up					
q 30-day Newspaper meetings continue weekly to review assignments & ensure implementation					
q 60 Day PDSA review with MGT to ensure implementation, as needed					
q 5S+ monthly audit					