

CITEC

Manufacturing & Technology Solutions

STANDARDIZED WORK AGENDA

- I. INTRODUCTION
 - STW & Lean Journey
 - Lean Toolbox
 - STANDARD PIG SIMULATION (facilitate this)
- II. DEFINING STANDARDIZED WORK
 - Definition
 - STW is NOT work standards (explain)
 - STW is NOT inertia (explain “standardize then CI”)
- III. WHY STANDARDIZED WORK?
 - Basis for reducing operator-to-operator variability
 - Foundation for improving the job
 - Keystone of CI (explain the chart)
 - Without STW (read/explain points 1-8)
 - Without STW the 8 wastes are innocently generated
 - Without STW (explain the chart on p21)
- IV. STW AT THE VALUE STREAM (DOOR TO DOOR FLOW) LEVEL
 - Levels of STW (explain The Great Divide)
 - Level 1
 - Standard WIP
 - Level 1 Steps 1-5
 - Shop Floor Exercise #1
- V. STW AT THE CELL (PROCESS) LEVEL
 - Level 2
 - Work Elements
 - Level 2 Steps 1-6
 - WRITING ON THE BOARD example (explain & demonstrate, handout packet as you do this)
 - Separating “out-of-cycle” work...explain why important
 - Calculating # of operators
 - TAKT Time (TT)
 - Operator Balance Charts (OBC)
 - Unbalanced vs. Balanced Lines (explain)
 - Rounding to obtain # of operators (explain the 3 options & rationale)
 - Stack Chart
 - Toggleing # operators based on customer demand (p39)

- VI. FLYING STARSHIP SIMULATION
- FSF Orientation (pages 41 – 49, handout examples of good starships...emphasize quality & fussy customer)
 - FSF Roles (handout packet & review)
 - Assign roles to IE's (to time work elements in each of the 5 value-added jobs: Cutter, Folder A, Folder B, Final Assembler, Painter)
 - Handout STW Time Observation Forms to IE's
 - Run the FSF Simulation 1st round (30 minutes)
 - Classroom Exercise #1 (120 minutes)
 - Review OBC's for each FSF job
 - How to Use STW: Eliminate → Combine → Rearrange → Simplify
 - Spaghetti Diagram Level 2: At the Cell
 - Level 2 Table (metrics)
 - Classroom Exercise #2 (60 minutes)
 - Shop Floor Exercise #2 (120 minutes)
 - Classroom Exercise #3 (30 minutes)
 - Shop Floor Exercise #3 (60 minutes)
- VII. STW AT THE INDIVIDUAL JOB (WORK ELEMENT) LEVEL
- "Make One Move One" = the pace
 - "Work Piece + Me" = the space
 - "Best Ball" = the way
 - Work Element Example: Attach Plates (p71-p72)
 - Classroom Exercise #4 (60 minutes)
 - Shop Floor Exercise #4 (90 minutes)
- VIII. BENEFITS OF STW
- Read/emphasize Points 1-6
 - Explain table (explain one or two cells in table)
 - In Summary