## PROJECT CHECKLIST

Organize your SS teams, assign responsibilities and set completion deadlines.

### Select your SS team; list names.

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### Sort

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1. Set boundaries for the area
2. Identify a Red Tag Area within close proximity to the work area
3. Take BEFORE pictures of the area
4. Develop sorting and disposition rules
5. Sort, tag and remove unneeded items
6. Take AFTER pictures of the area

Waste can be hiding as:
- Excess tools & equipment (totes, bins, shelves)
- Unnecessary furniture (carts, desks, chairs, cabinets)
- Outdated information (documents, manuals, samples)
- Obsolete or excess material/inventory

### Set in Order

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1. Team members that work in the area set locations for the value-added items
2. Place needed items in locations that eliminate unnecessary motion
3. Think ergonomics and safety
4. Create a border and address for each item that casts a shadow
5. Measure and document the improvements made
6. Take AFTER pictures of the area

Look for improvements and demonstrate the power of workplace organization:
- Missing information
- Time spent searching
- Eliminating obsolete information
- Walking or bending

### Shine

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1. Team identifies opportunities to improve cleanliness
2. Cleaning supplies/tools are gathered
3. Sources of contamination are identified and eliminated
4. Area is cleaned
5. Develop daily/weekly/monthly checklists to maintain cleanliness
6. Create standard work instructions for all cleaning processes
7. Create a smart place for cleaning items that include borders and ID labels
8. Take AFTER pictures

Cleanliness must become a part of our standard work and should include:
- Transportation equipment
- Work surfaces
- Racks, desks, chairs, walls and lights
- Equipment, tools, fixtures

### Standardize

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1. Develop a standard SS tool kit/cart
2. Create standard work instructions and train team on all workplace processes
3. Develop SS audit procedures (who, what, where, when, and how?)
4. Implements management feedback system to evaluate adherence to standards
5. Establish a visual display to communicate SS progress and current levels

Tool Kits should include products for maintaining borders, ID labels, work instructions and cleanliness.
- Abnormal conditions should be visible at a glance.
- A formalized feedback system with ownership and accountability will encourage continuous management participation.

### Sustain

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1. Create a SS area map and assign owners for accountability
2. Create a storyboard to illustrate the workplace organization journey
3. Benchmark ideas from other departments, divisions and industries
4. Schedule quarterly team meetings to review current state and identify progress
5. Display all SS communications, audits and feedback locally in each area

Management support/communication is crucial to the sustainment of an organized workplace; use many means to communicate:
- Newsletters
- Dedicated SS facilitators
- Employee feedback and suggestion programs
- Benchmarking