LEANOhio PROJECT STARTER KIT

This page will guide you through the initial steps for setting up a **5S+ project**. The explanatory text and fill-in templates cover key areas that are crucial to success.

5S+ stands for sort, straighten, shine, standardize, sustain, and safety. The 5S+ process, which can be used individually (for your own work area) or by a group, is used to create and maintain efficient and effective work areas.

• STEP 1: Identify a draft scope for your 5S+ project.

If you're focusing on your own work area, you can do the project yourself, and you'll be able to complete it more quickly. But if you'd like to apply 5S+ to a larger work area that's shared by people, you'll need to involve them.

! After you talk about this with others, conduct your walk-through, and gather relevant data, you might end up revising the scope of your 5S+.

If you have have sole responsibility for the area that you want to improve, you can use 5S+ on your own.

If you have 5S+ in mind for the **surrounding work area**, you'll want to involve your co-workers who work there.

• STEP 2: Build your 5S+ team.

If you plan to apply 5S+ beyond your own work area, identify who will team up with you on this project. Write their names below.

Project sponsor:

Others who need to be involved:

• STEP 3: Decide on a preliminary project timeline.

Target dates for several early action steps will help you get this effort moving and keep it moving.

Target date:	Target date:	Target date:
What you'll accomplish:	What you'll accomplish:	What you'll accomplish:

! As one of your first actions, include a walk-through of the work area with all 5S+ participants.

• STEP 4: Anticipate factors that could help or hinder the change process.

With 5S+, you're promoting change – which is likely to stir up factors and forces that work for and against the change process. The key is to think ahead, to anticipate these possible factors, and to take steps early on to leverage the positive and prevent (or at least lessen) the negative. That's what the following quick-take analysis is about.

First, focus on the likely positive factors. In your workplace, what will help to promote, create, and support this 5S+ project? Write your list below:

DRIVING FORCES

Forces FOR the change that 5S+ is likely to bring:

Next, consider some of the factors that might slow, stop, or otherwise complicate the change process. List a few of the most likely forces here:

RESTRAINING FORCES

Forces AGAINST the change that 5S+ is likely to bring:

• STEP 5: Use your insights to develop critical success strategies.

Write down your "must do" strategies for leveraging the likely positive forces *for* change while addressing the restraining forces that could work *against* it.

• STEP 6: Clarify your next step.

What is your very next step aimed at giving this project some early traction and forward momentum? Write it down here.