BBG / PRACTICAL IMPROVEMENT

Simple project charter

Agree the problem and a small test together. Short answers are enough.

Project

Give the improvement a short, clear name.

Make the changeover kit ready for the next shift

Problem and current condition

What is happening, who feels it, and what evidence do we have?

Starting point: six changeovers each needed 8-12 minutes to find the kit. Startup waited, and another line lost parts that were borrowed to finish the job.

Desired result and how we will know

Name the measure, starting point, target and date. Check for extra work elsewhere.

Proposed target for the next six changeovers: complete kit at start on at least five; no more than three minutes searching on each. Also count missing items, kit-prep effort and delays on the other line. These are targets, not results.

In scope

Where will we try this first?

One changeover kit, one job and the two shifts that use it. Try for six changeovers.

Out of scope

What will we leave alone?

No new storage purchase, plant-wide rollout, speed target or change to the approved work method.

Owner and team

Who will lead, do the work and be affected?

Maya: shift lead and owner. Eli: outgoing operator. Sam: next-shift operator.

Resources and constraints

Use what is available. Name limits.

Use the existing cart, rack and tally sheet. Check safe access. List required kit items from the current job method.

First steps and dates

Choose a small test. Say who does what and when.

Monday: Eli and Sam walk the current task together. Tuesday: agree a kit location and a visible missing-item signal. Before each of six changeovers: check the kit. After each: record search time, missing items and extra work.

Risks and assumptions

What might go wrong or need checking? When should we pause?

A tidier rack may hide extra kit-prep work or missing parts elsewhere. Ask both shifts. Do not block access or change a required work step. Stop and undo the trial if it creates a new problem.

Check back and sustain

When will we review? Who decides to adjust, stop or keep it, and owns the routine?

Friday: Maya, Eli and Sam compare the six trial records with the starting point, including prep work and effects on the other line. Keep only what helps both shifts. If useful, name the person and check time that will keep the kit ready. Otherwise adjust or undo it.

A charter is the napkin sketch before the build. If two people cannot agree on it in ten minutes, the project is not ready to start.

This is not a permission slip. It is how the crew agrees what they are fixing before anyone moves a rack.
Print it or type in it. If an answer does not fit the box, the project is too big. Make it smaller.

One idea like this every weekday: get the BBG Briefs at bigbeardedginger.com/library/briefs/.