

Teleconference

Dial-in Number: 209-647-1075

Access code: 1013004#

Webcast

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Preparing for the SEA Site Visit

This webcast deals with how to prepare for the SEA Benchmark Site Visit program. SEA has many customers who wish to schedule site visits. SEA also hosts “virtual site tours” for customers who cannot attend a site visit. The duration is 1 hour.

This presentation may appear different on your computer than originally designed. If you do not have the fonts used to create the presentation, your computer will substitute others that will change the overall formatting and look of the slides.

Objectives

- ➔ What are the benefits of becoming a SEA Site Visit supplier?
- ➔ What are the Pre-Requisites to become a SEA Site Visit supplier?
- ➔ What are the key elements of a Site Visit?
- ➔ What are the guidelines for preparing the Virtual Site Tour?

Benefits of Site Visits

"Those guys just talk different. They speak the language of process management."

"It was obvious that they have a lot of pride in their work."

"I wish our manufacturing floor looked that organized."

Site Visits are Highly Effective Ways to...

- Show evidence of continuous lean improvements.
- Show the commitment of the management team and entire company.
- Provide the experience of interacting with a supplier who speaks the language of process management and process maturity.
- Site visits lead to new business opportunities.

There is a big difference between industrial tourism and benchmark site visits

Three Pre-Requisites

- SAC Membership - you must be a member of the Supplier Advisory Council to participate in the Benchmark Site Visit Program
- SEA Certification – the achievement of level three maturity on all Stage One roadmap processes and metrics and...
- SEA Site Visit Readiness – the achievement of all action items required by the Site Visit Checklist.

SEA Benchmark Site Visit Program

- ➔ Supplier Advisory Council members schedule two site visits per year
- ➔ Customers join SEA Board of Advisors
- ➔ Customers invite their suppliers and purchasing agents to SEA-scheduled site visits
- ➔ SEA and supplier invite other customers and suppliers
- ➔ Virtual site visits are used on the SEA website to showcase suppliers when customers cannot attend

Elements of SEA Site Visit

- ➔ A welcome presentation highlighted with exciting results. Companies who are improving are excited about sharing their measurable improvement.
- ➔ A well-planned tour with pre-arranged stopping points where charts and graphics show work area organization, metrics, workflow, measured improvement trends, jobs skills certification progress, and 6S results. And it's not "window dressing" – the wall is the pride of the work area team that owns it.
- ➔ Strong evidence of 6S process through the tour pathways – complete equipment lines and signs, organized work areas, tool shadow-boards, and equipment, with minimal materials.
- ➔ A process owner in each work area who can describe the process and improvements that have been made.
- ➔ Managers who speak the language of process management and process maturity.

Virtual Site Tour

- ➔ Suppliers should meet the “Three Pre-Requisites” as described earlier.
- ➔ A Virtual Site Tour is a PowerPoint slide program developed for placement on the SEA website.
- ➔ Virtual Site Tours are created from digital photos of the workplace and PowerPoint slides explaining the tour.
- ➔ The Virtual Tour is the last thing you do to get Site Visit Ready

Preparing the Virtual Site Tour

- ➔ Stops – a “stop” is a station you’re going to show in your tour. These are generally work areas starting at order processing and moving step-by-step through the value stream completing at shipping.
- ➔ Include engineering and administrative areas but make sure you have the same disciplines to show in an admin area that you do on the work floor. For example, if you’re going to stop in engineering then make sure they have a team board and evidence of 6S just like everywhere else on the tour.

Virtual Site Tour Sequence

- ➔ Sequence – just like an actual site visit, your Virtual Site Tour begins where orders are received and follows the value stream across your operation until you reach finished product going out the door.

Virtual Site Tour Photos

- ➔ Photos – take digital photos that clearly show each tour stop. Use a photo that overviews the work area and then close-ups if you have specific points that you wish to make in the work area.
- ➔ Don't use photos as fillers – more isn't better when it comes to the virtual tour.
- ➔ You're not taking your audience on a site-seeing tour but rather you are using your photos to make the point that your company is a highly disciplined organization in an advanced state of lean implementation.

Virtual Tour Slide Organization

- ➔ Welcome Slides
 - ➔ Intro - 1 slide introduces your company, number of employees, square feet, and primary products.
 - ➔ Results – 1-4 slides show trends in OTD, PPM, inventory turns, sales per employee.
 - ➔ Tour Overview – 1 slide shows a floor plan of your workflow from order to ship with the tour stops.
- ➔ Virtual Tour Slides – 10-20 slides labeled to show the tour progress based on your selected tour stops.
- ➔ Thank You Slide – 1 slide showing your contact information including who to contact.

Virtual Tour Slides

- ➔ Slide Transitions – don't use transitions or fancy animations. These slides will have to be converted to Acrobat PDF format in many cases. Different versions of PowerPoint work differently and fancy transitions and animation can simply frustrate the customer who is trying to see your tour.
- ➔ Slide Sounds – don't use sounds or music or narration. They won't work in some versions of PowerPoint and they won't transition to Acrobat PDF format. The basic idea with transitions and sounds is to avoid things that could potentially interfere with the basic purpose of the slides.

Virtual Tour Slides

- ➔ Slide Backgrounds – colorful backgrounds can obscure your slides. If the computer used by the viewer renders color differently, you could be challenging the viewer to text that has less contrast than when you constructed it. We recommend black on white or white on black. Make sure that pictures and text have maximum contrast.

Virtual Tour Slides

- ✈ Fonts – PowerPoint does not transport fonts. What that means is that any font not present in the system used by the viewer will translate to another font that their computer believes is the closest to the one that's missing. The result is fonts will change sizes and some will wrap around moving off the page or obscuring other graphics. There we recommend only the most universal fonts for use across the computer world – Arial or Helvetica.

Virtual Tour Slides

- ➔ White Space – people say the best slides are those with plenty of “white space.” White Space refers to a slide that isn’t filled with text or graphics but makes a few simple points.
- ➔ Slide Template – we’ll provide a template you can use to help make it easier to assemble your virtual tour.
- ➔ Graphics – don’t use clip art or similar graphics. Stick to photos and use actual people where appropriate

Examples

Slide examples for
Virtual Site Tour

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View Across the Plant Floor



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In Process KanBans



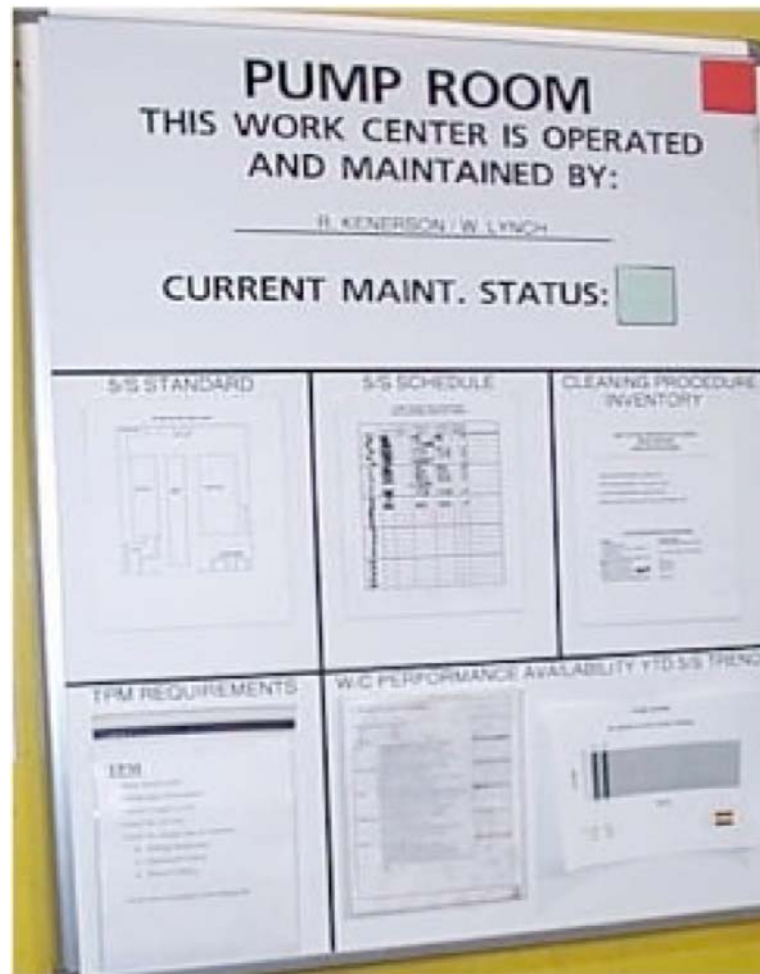
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Production SuperMarket



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Team Dashboard



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Shadow Boards



Visual Work Instructions

WORKSTATION		MODEL: 19283CS	
FINAL ASSY		SEQUENCE # 90	
REVISION	DATE	REV.	PAGE #
1		A	1 OF 4

ITEM	PART #	DESCRIPTION	QTY
1		ASSEMBLY	1
2	12345	INNER BIT HOLDER	1
3	53948	SPIRAL PIN	1
4	93283	OUTER BIT HOLDER	1
5	19028	SET SCREW	1

SELF CHECK

VERIFY THAT 6 AND 0 LINE UP ON SCALE

TQM CHECK

INSTALL SPIRAL PIN FLUSH WITH OUTSIDE DIAMETER OF BIT HOLDER USING FIXTURE AND BALL PEEN HAMMER.

Team Dashboard



Lincoln Mill

Good Adequate Poor

F11: full screen

As of Friday, November 14 at 12:05

Ideas for Team Dashboards

- ➔ Floor plan showing flow of product through work area or cell
- ➔ Value Stream Map
- ➔ Training Matrix showing trained and certified workers
- ➔ Scorecard showing trends for goals that link to your top goals - OTD, PPM, etc. - use individual graphs for bigger size
- ➔ Vision and goals for work area
- ➔ List of process owners, processes, and process maturity level
- ➔ 6S scorecard
- ➔ List of problems team is addressing and status

Summary

- ➔ New ideas are always welcome at SEA. We welcome your suggestions and comments and examples. Virtual Tour presentations on the SEA website will enjoy significant attention from our customers who wish to avoid travel if possible. Having presentations that have a uniform “look and feel” creates a distinctive advantage to SEA. Keep in mind that almost 100% of the impact of these virtual tours will be the content and not the extent of using all of PowerPoint’s features. A picture is worth a thousand words and large pictures with small captions communicate best. If you provide this paper to your graphics department, please make sure they read everything before starting the project.
- ➔ You’re welcome to contact me to ask questions at Michael@seaonline.org
- ➔ If your presentation is larger than 10mb and you cannot email it, please go to the SEA website and find the “FTP Upload” link at the bottom. You can upload any size file to us.

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Thank You



<http://www.seaonline.org/ContactSEA/contactus-form.htm>