

Network Drive 5S Best Practices

At the pre-meeting:

- Get drive properties: number of root items, GB of space, total number of files and total number of folders. (Repeat this process as necessary before and after each day of the kaizen event, as well as after the newspaper items for the kaizen have been completed).
- To find the number of root items: select drive, the number will be at the bottom of the window
- To find the total GB of space, number of files, and number of folders: select ALL items in root of drive (Ctrl+A), right click, and select "Properties."
- Note: If the reason for the kaizen includes confusion on where to find files or if the above numbers are not "bad", also consider a timed test, check numbers throughout, and repeat timed tests after the 5S of the drive is completed.

Between the pre-meeting and kaizen:

- Assign/do an initial sort before the first kaizen meeting as a group, getting rid of anything that is obviously trash or doesn't require group discussion for sorting.
- Contact IT Services to get a list of the users who have access to the network drive.

At the kaizen event:

- Start out the event by defining the purpose of the drive! This can really help later on in the event to clarify where a file belongs or if it even should be on the drive.
- Determine the root menu items (folders) based upon the purpose of the drive, and do initial sorting as a team for files that are questionable as time allows.
- Determine naming, revision, and other standards as applicable to the specific drive and its purpose.
- Determine audit or other maintenance procedure for sustaining the improvement.
- Determine which users need and do not need access from the list provided by IT (e.g. if a user changes jobs to a different department at Michigan Tech or leaves the university, they no longer need access to the drive). Provide IT with the list of users to remove access from.

After the kaizen event:

- Complete the "sort", "set in order", and "shine" outside of the event.
- Create (and follow!) the standards document, audit, etc.
- Make sure all files and folders are "shined" to meet the standards (can be done while sorting).
- Share the standards with anyone who accesses the drive!