

# Manual Task Mapping Template

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# 1. Identify Cell Customer

 **Who / what receives the parts that the cell is making?**

## 2. Cell Output

➡ **“What I need you to give me to do my work is ... so I can ...”**

➡ **Drawings, pictures and videos**

## 2. Cell Output

- ➡ **Parts Presentation - How are the parts arranged at output?**
- ➡ **Are the parts singulated? What is the space around them?**
  - **Placed one by one**
  - **Placed stacked on top of each other**
  - **Placed stacked side by side**
- ➡ **What is the packaging?**
  - **On a table**
  - **In a fixture**
  - **In a tray**
  - **Stack of tray**
  - **Random bin**

## 2. Cell Output

➡ Is the output target moving?

- On a moving conveyor
- On a stable surface

➡ Drawings, pictures and videos

## 3. Cell Input

### ➔ Parts

#### Number of parts

- How many different parts need to be handled, processed at the station?

#### Characteristics of the parts

- Dimension
- Weight
- Material

#### Variation in time

- Are there changeovers at this station?
- Are you planning to introduce new parts in the near future?

### ➔ Drawings, pictures and videos

## 3. Cell Input

- ➡ **Part presentation - How are the parts arranged at input?**
- ➡ **Are the parts singulated? What is the space around them?**
  - **Come one by one**
  - **Come stacked on top of each other**
  - **Come stacked side by side**
- ➡ **What is the packaging?**
  - **On a table**
  - **In a fixture**
  - **In a tray**
  - **Stack of tray**
  - **Random bin**

### 3. Cell Input

➡ Are parts moving when presented?

- Stopped when picked
- On a moving conveyor

➡ Drawings, pictures and videos



## 4. Define Process

➡ List the steps

➡ Value-added, nonvalue-added

➡ Take video

## 5. Document Information Flow

- ➔ **Information for the manual operator, where it comes from, where it goes, what it looks like and how it impacts something.**

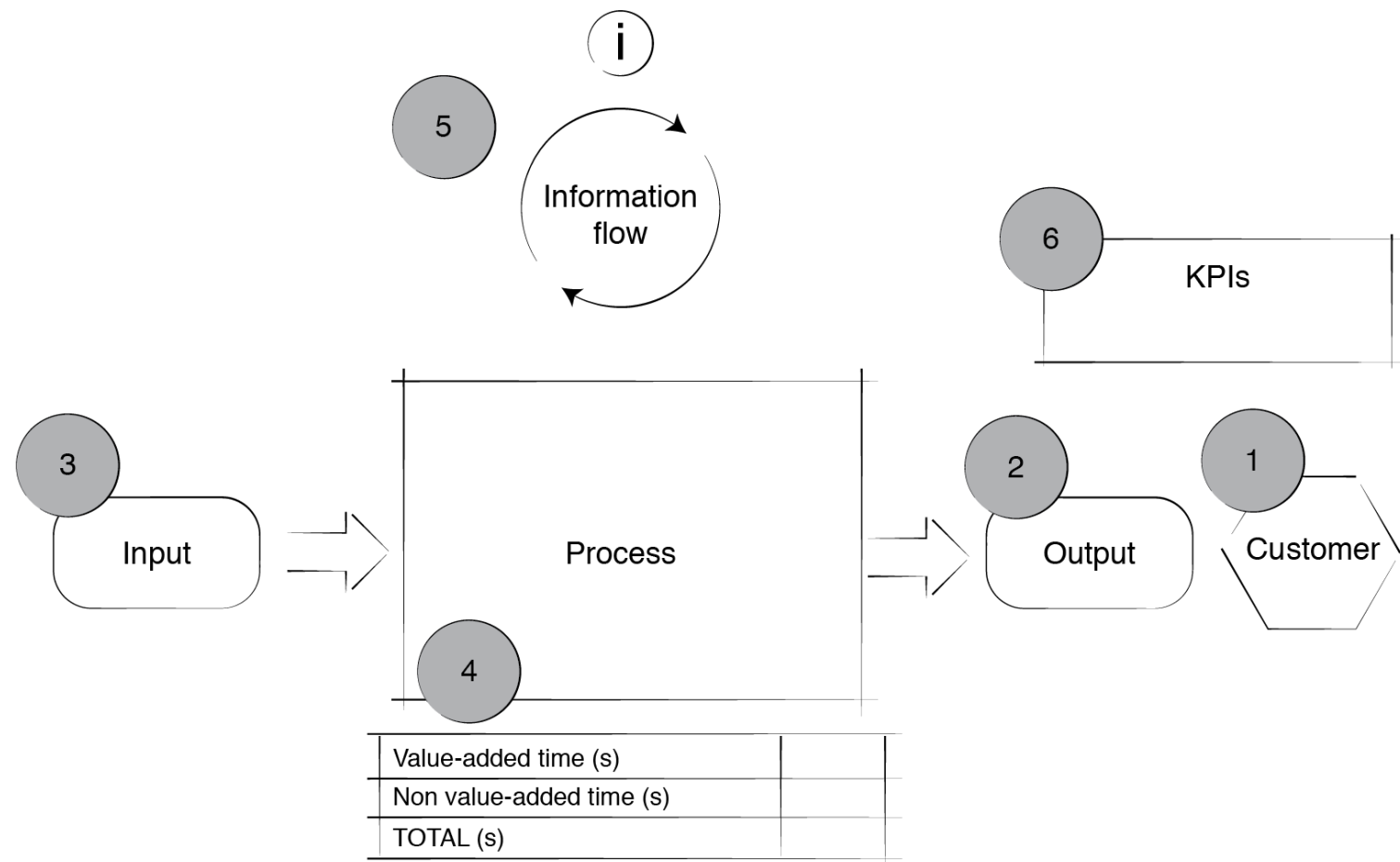
Information	Coming from	Going to	Format	How it's used

## 6. Measure KPI

➡ What are the current KPI targets

➡ How are they measured?

# 7. Manual Task Summary





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