

Manual Task Mapping Template

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

- ➔ **Part Presentation - How are the parts arranged at output?**

- ➔ **Are the parts singulated? What is the space around them?**
 - **Placed one by one**
 - **Stacked on top of each other**
 - **Stacked side by side**

- ➔ **What is the actual presentation?**
 - **On a table**
 - **In a fixture**
 - **In a tray**
 - **Stack of trays**
 - **Random bins**

2. Cell Output

➔ **Is the output target moving? How so?**

- **On a moving conveyor**
- **On a stable surface**

➔ **Drawings, pictures and videos**

3. Cell Input

➔ Parts

Number of parts

- How many different part types 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 output?**

- ➔ **Are the parts singulated? What is the space around them?**
 - **Placed one by one**
 - **Stacked on top of each other**
 - **Stacked side by side**

- ➔ **What is the actual presentation?**
 - **On a table**
 - **In a fixture**
 - **In a tray**
 - **Stack of trays**
 - **Random bins**

3. Cell Input

➔ **Are parts moving when presented? How so?**

- **Stopped when picked**
- **On a moving conveyor**

➔ **Drawings, pictures and videos**

4. Define Process

➔ List the steps

➔ Value-added, non-value-added

➔ Record 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.

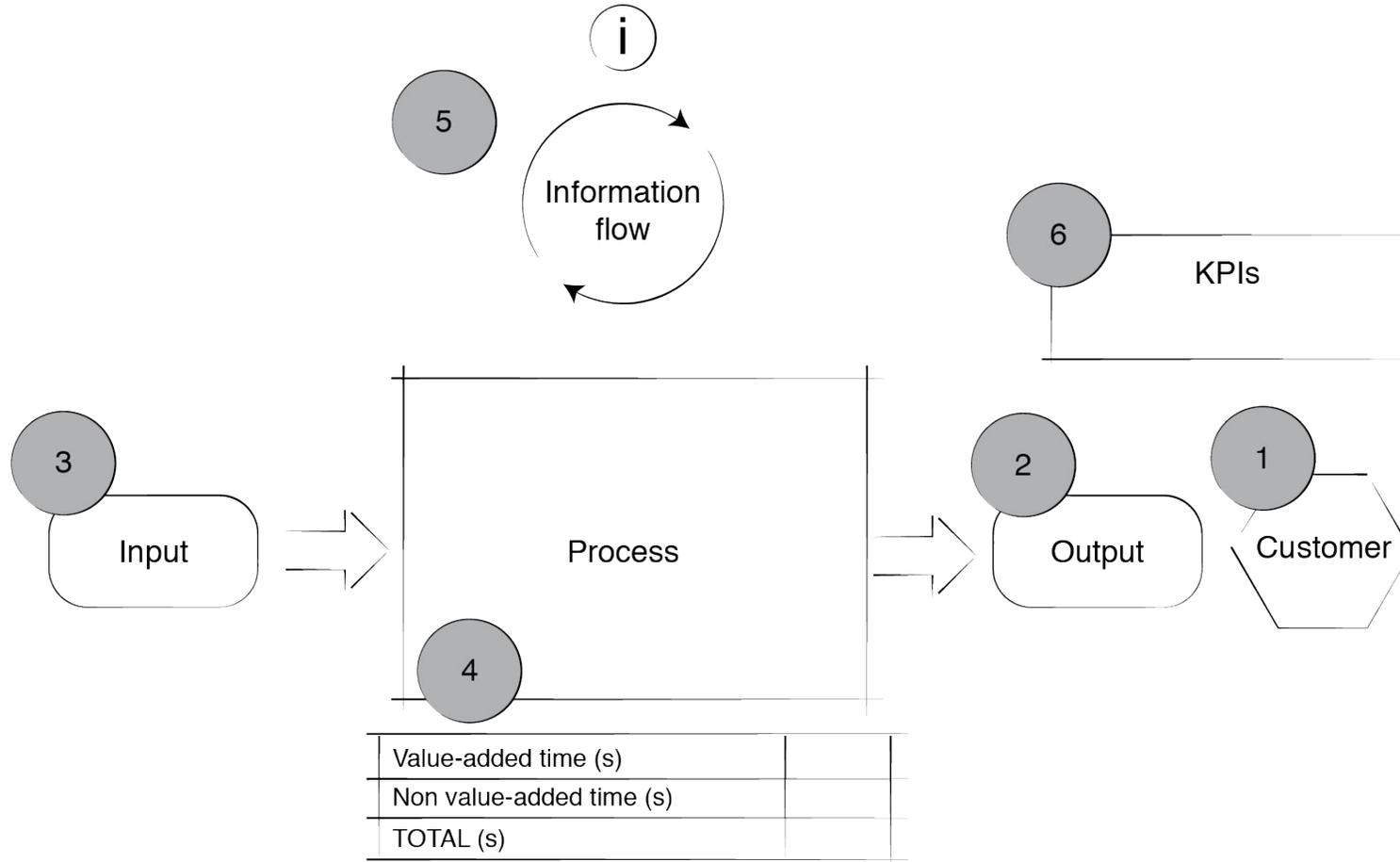
Information	Coming from	Going to	Format	How it's used

6. Measure KPIs

➔ **What are the current KPI targets?**

➔ **How are they measured?**

7. Manual Task Summary





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