



SEVENTEEN TOOLS, ONE HOUSE STYLE

Use the tool, not the template.

Every sheet here is built to be filled in at the process, by the people who do the work, in pencil if that is what it takes. A form filled in at a desk is a form that lies. Excel files calculate; Word files print and hang. Nothing needs a license, a login or a consultant to use.

WHERE TO START

IF THIS IS THE PROBLEM	RUN THESE	WHY IN THAT ORDER
A problem you cannot explain	02 → 01	<i>Find the cause first, then write the A3 around what you proved.</i>
A line that misses the schedule	11 → 06 → 09	<i>Takt and balance, then standard work, then the whole stream.</i>
Downtime you cannot account for	15 → 12	<i>Measure OEE for two weeks, then attack the biggest loss.</i>
An area that looks out of control	05 → 13 → 08	<i>5S, a daily huddle, then audits to hold it.</i>
A job only one person can do	17 → 07	<i>Find the single points of failure, then break the job down to train it.</i>

THE SUITE

#	TEMPLATE	FORMAT	WHAT IT DOES
01	A3 Problem Solving Report	Word · landscape	One page that carries a problem from background to standardized fix. The report is the thinking, not the paperwork.
02	Root Cause Analysis Worksheet	Word	5 Why chain with an evidence column, plus a 6M fishbone when the chain branches.
03	PDCA Cycle Sheet	Word	One improvement experiment per sheet. Predict, run, compare, decide.
04	DMAIC Project Charter	Word	Scope, measures, team and tollgates. Signed by the sponsor before the project starts.
05	5S Audit Scorecard	Excel	25 items across the five pillars, scored 0 to 5, with a trend sheet and chart.
06	Standard Work Combination Sheet	Excel	Manual, machine and walk time for one operator cycle, measured against takt.
07	TWI Job Breakdown Sheet	Word	Important steps, key points and reasons — the trainer's tool for Job Instruction.
08	Layered Process Audit	Excel	Ten short checks by layer, with findings, actions and a monthly audit schedule.
09	Value Stream Map Data Sheet	Excel	Process data behind the map. Calculates lead time, value-add time and process cycle efficiency.
10	Spaghetti Diagram and Travel Study	Word · landscape	Grid to sketch the area and trace movement, with a travel log and distance totals.
11	Takt and Line Balance Calculator	Excel	Takt from demand, station loading against it, required operators and balance loss.
12	SMED Changeover Worksheet	Excel	Element-by-element changeover study. Splits internal from external and scores the reduction.
13	Tiered Daily Huddle Board	Word · landscape	SQDCP week view, action list and escalation block for a 15-minute standing huddle.
14	Kamishibai Cards	Word	Six printable check cards. Green face out means the check passed today.
15	OEE Tracker	Excel	Availability, performance and quality by shift, with a loss Pareto sheet.
16	Gemba Walk Sheet	Word	Same five questions every walk, an eight-wastes checklist, and the commitments you made.
17	Skills Matrix	Excel	Skill level by person and task, with coverage counts that flag single points of failure.

THREE RULES FOR ALL SEVENTEEN

- Fill it in where the work happens, with the people who do it.
- A number with no owner and no date is not an action.
- If a tool stops earning its keep, stop using it. The tool is not the point.

Built by DF Consulting · df-consulting.net · david@df-consulting.net

Take them, use them, share them. If you want help putting them to work, get in touch.