

What is SQDC*?

SQDC is a daily process management tool for quickly providing a visual assessment of how the process is operating, based upon 4 main criteria: **Safety, Quality, Delivery, and Cost**. We have included other criteria you might prefer, such as: **Inventory, Productivity and Environment**. **We will call it SQDC***. Anyone can quickly assess the status of that process or cell in a matter of seconds. Great for management walk-around reviews. The diagrams allow you to track up to 31 working days or 52 weeks. You can ignore any additional days that are not needed on the diagram.

How do I implement SQDC** in my area?

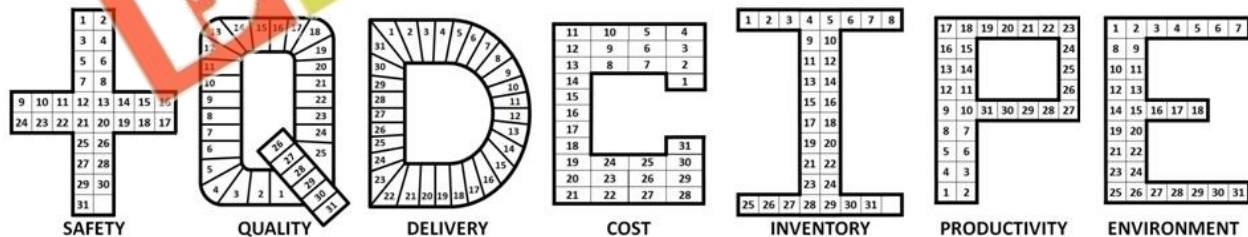
Step 1 – Define Key Metrics for each criteria

Example Metrics for each Criteria

Safety	Quality	Delivery	Cost	Inventory	Productivity	Environment
<input type="checkbox"/> No missed days <input type="checkbox"/> No injuries <input type="checkbox"/> No safety violations	<input type="checkbox"/> Less than 5 defects per day <input type="checkbox"/> DPMO less than 50 <input type="checkbox"/> Test Yield greater than 95%	<input type="checkbox"/> 100% on-time to customers, schedule, next process, etc <input type="checkbox"/> Complete 10 units per day	<input type="checkbox"/> No scrap <input type="checkbox"/> No late fees or charges <input type="checkbox"/> Within 10% of budgeted time <input type="checkbox"/> No overtime	<input type="checkbox"/> WIP less than 10 units <input type="checkbox"/> No more than 3 pieces at each station <input type="checkbox"/> WIP less than \$10,000	<input type="checkbox"/> \$/hr greater than \$150 <input type="checkbox"/> Less than 10 minutes of downtime <input type="checkbox"/> Team met daily takt time goals	<input type="checkbox"/> All equipment shut off at end of shift <input type="checkbox"/> No recyclables in trash <input type="checkbox"/> 100% Hazardous waste adherence

Step 2 – Display new SQDC* diagrams at beginning of each month

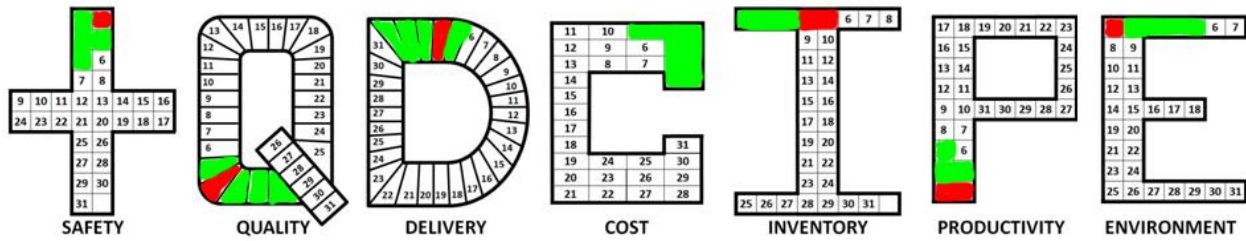
It is recommended that you place them in this order, in a location for everyone (employees and management) to view. You can either laminate each sheet and reuse each month (clean off previous month), or print out a new sheet each month, so you can retain the history (set previous months behind the current month for reference).



Step 3 – After each production day, color the day on each diagram with **GREEN** (achieved metrics in that criteria) or **RED** (did not achieve metrics in that criteria)

After each day, the manager or leader can walk around and look at the most recent day marked on the sheet, to determine whether each metric was achieved. They should only spend time discussing the red items on the sheets, not the green. This should simplify the time spent at each area, and reduce the overall management review time.

Example: QDIPE diagrams after Day 5



Here are the results from the first 5 days of the month:

- Safety did not meet their metrics on Day 2
- Quality and Delivery did not meet their metrics on Day 4
- Cost met its goal all 5 days
- Inventory did not meet their metrics on Day 4 and 5
- Productivity did not meet their metrics on Day 1 and 2
- Environment did not meet their metrics on Day 1

Example: SQDC* diagrams after Day 10



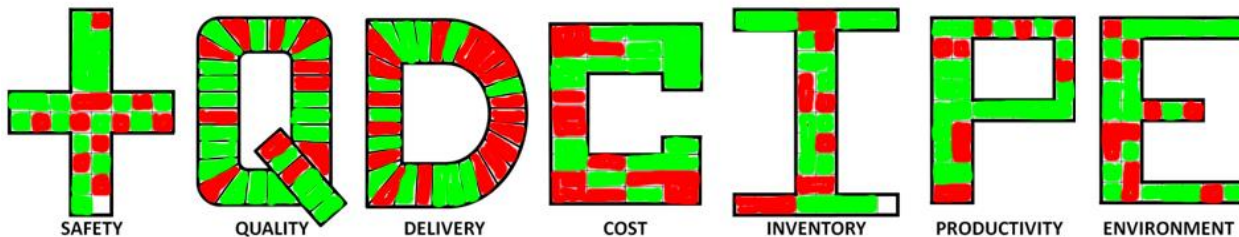
After day 10, Safety has missed 1 day, Quality has fallen short 2 days, Delivery 5 days, Cost just 1 day, Inventory 3 days, Productivity 4 days, and Environment 3 days.

Example: QDIPE diagrams after Day 15



You should be able to see which areas are having difficulties (Delivery) and which areas are doing fairly well (Productivity, Cost, Safety and Environment).

Example: QDIPE diagrams after Day 31



At the end of the month, a manager or leader can quickly assess how often problems occurred, and what the emphasis should be in the upcoming month to resolve these issues. If the entire diagram for a given criteria is green, then the key metric should be modified to make it more of a challenge. If the entire diagram is red, then either the metric is too difficult, or there are additional resources or prioritization that is needed to help address those issues.

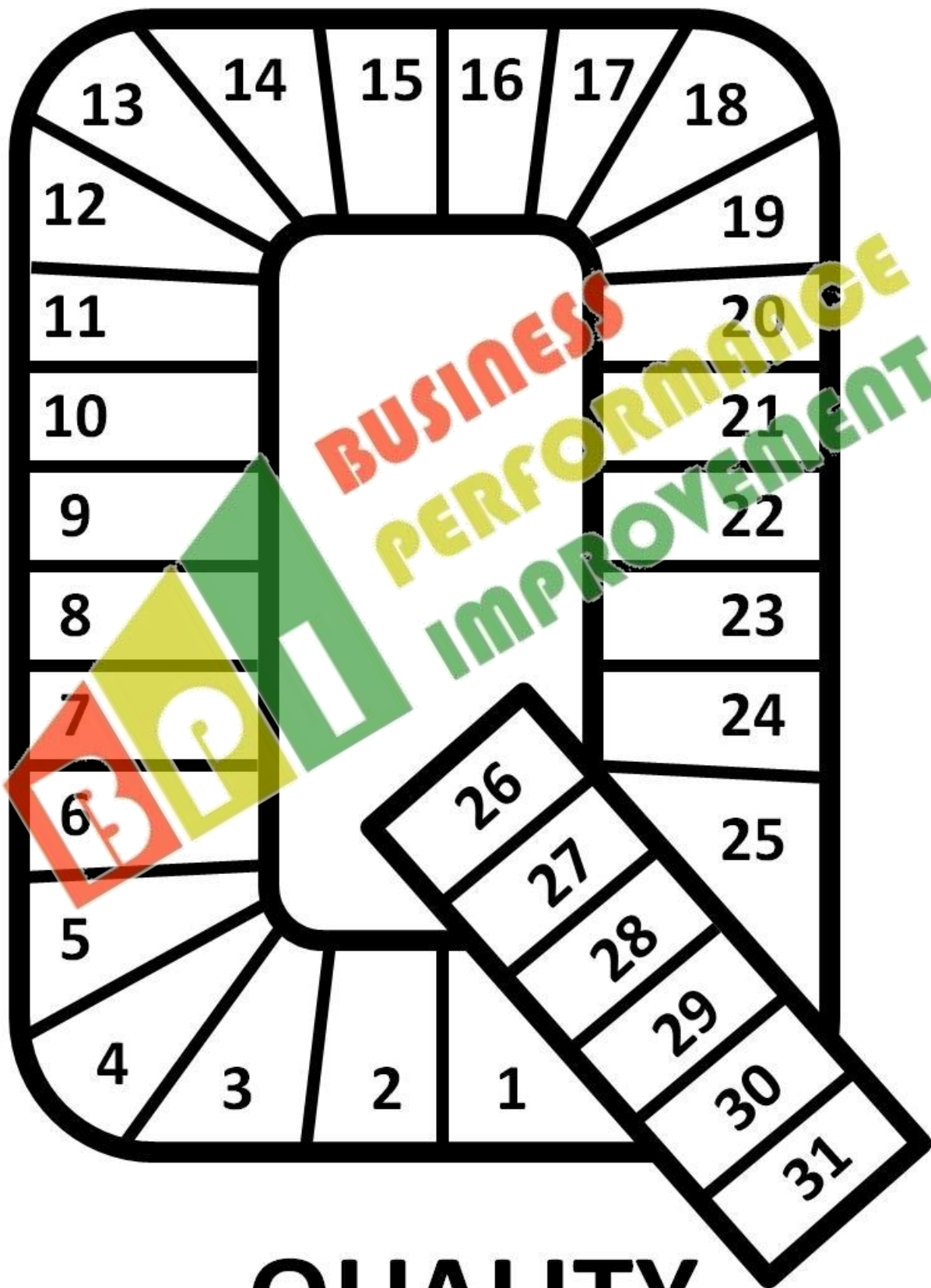
Questions? Contact Business Performance Improvement at <https://www.biz-pi.com>

31 DAY LETTERS

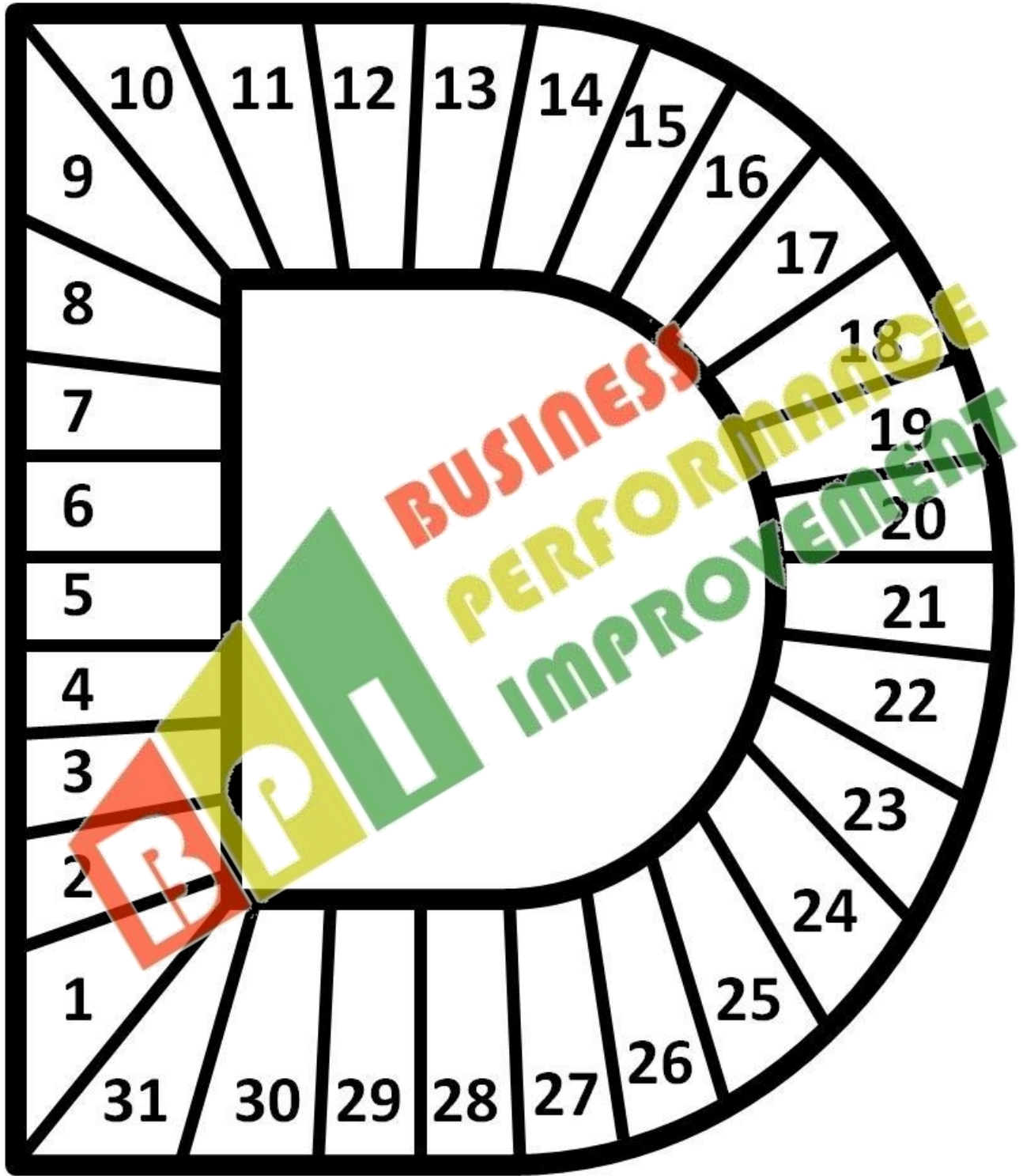


			1	2			
			3	4			
			5	6			
			7	8			
9	10	11	12	13	14	15	16
24	23	22	21	20	19	18	17
			25	26			
			27	28			
			29	30			
			31				

SAFETY



QUALITY



DELIVERY

11	10	5	4
12	9	6	3
13	8	7	2
14			1
15			
16			
17			
18			31
19	24	25	30
20	23	26	29
21	22	27	28

COST

1	2	3	4	5	6	7	8
			9	10			
			11	12			
			13	14			
			15	16			
			17	18			
			19	20			
			21	22			
			23	24			
25	26	27	28	29	30	31	

BP BUSINESS PERFORMANCE IMPROVEMENT

INVENTORY

15	14	13	12	11	10	9
16	17					8
19	18					7
20	21					6
23	22	1	2	3	4	5
24	25					
27	26					
28	29					
31	30					

PRODUCTIVITY

1	2	3	4	5	6	7
8	9					
10	11					
12	13					
14	15	16	17	18		
19	20					
21	22					
23	24					
25	26	27	28	29	30	31

ENVIRONMENT

1	2	3	4
8	7	6	5
9	10		
12	11		
13	14		
20	19	15	16
21	22	18	17
24	23		
25	26		
28	27		
29	30		
	31		

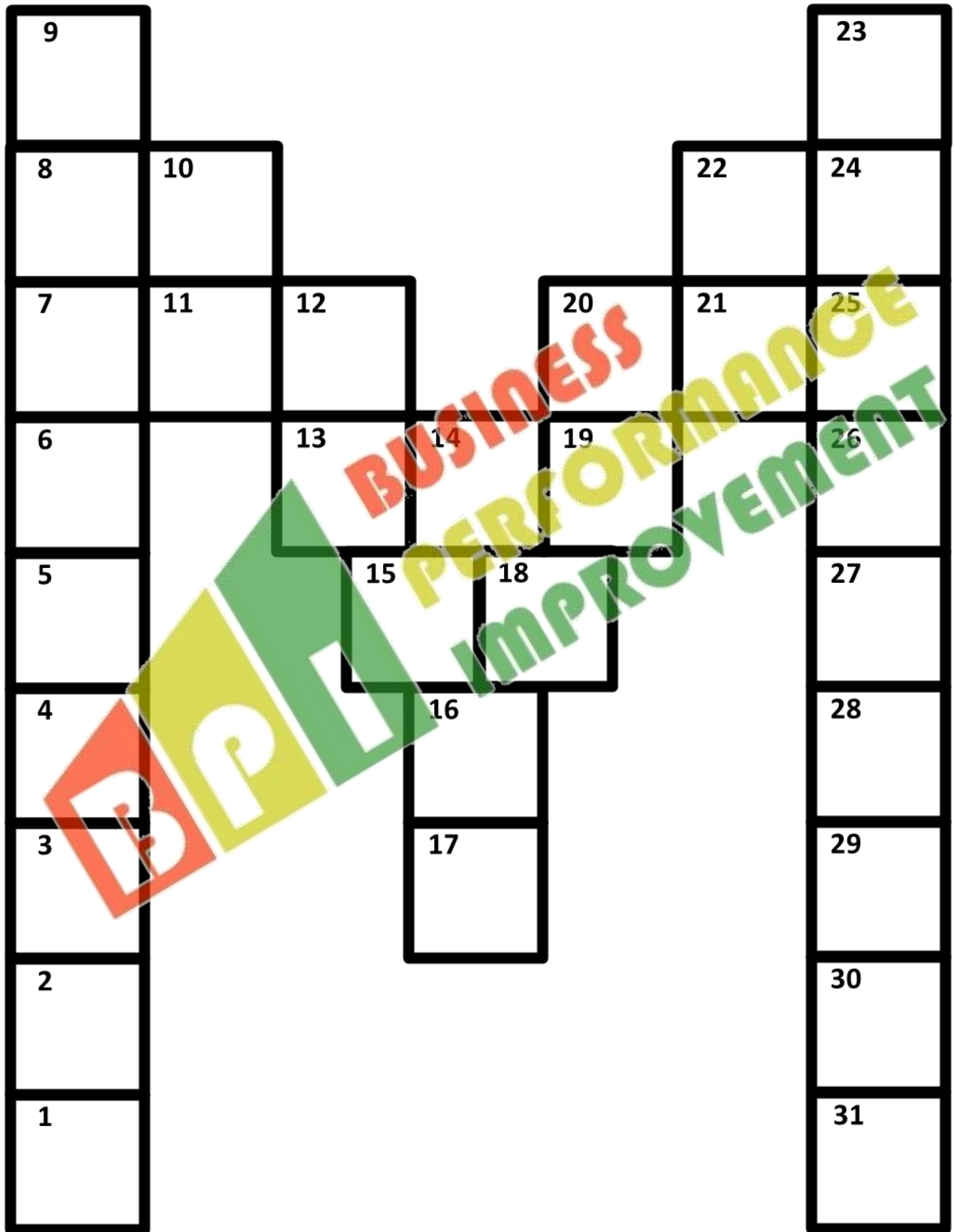
FINANCE



TIME

1	2				18	19
3	4				20	21
5	6				22	23
7	8	15	16	17	24	25
9	10				26	27
11	12				28	29
13	14				30	31

HEALTH



MORALE

1	2						
3	4						
5	6						
7	8						
9	10						
11	12						
13	14	15					
16	18	20	22	24	26	28	30
17	19	21	23	25	27	29	31

BUSINESS
PERFORMANCE
IMPROVEMENT

LABOR

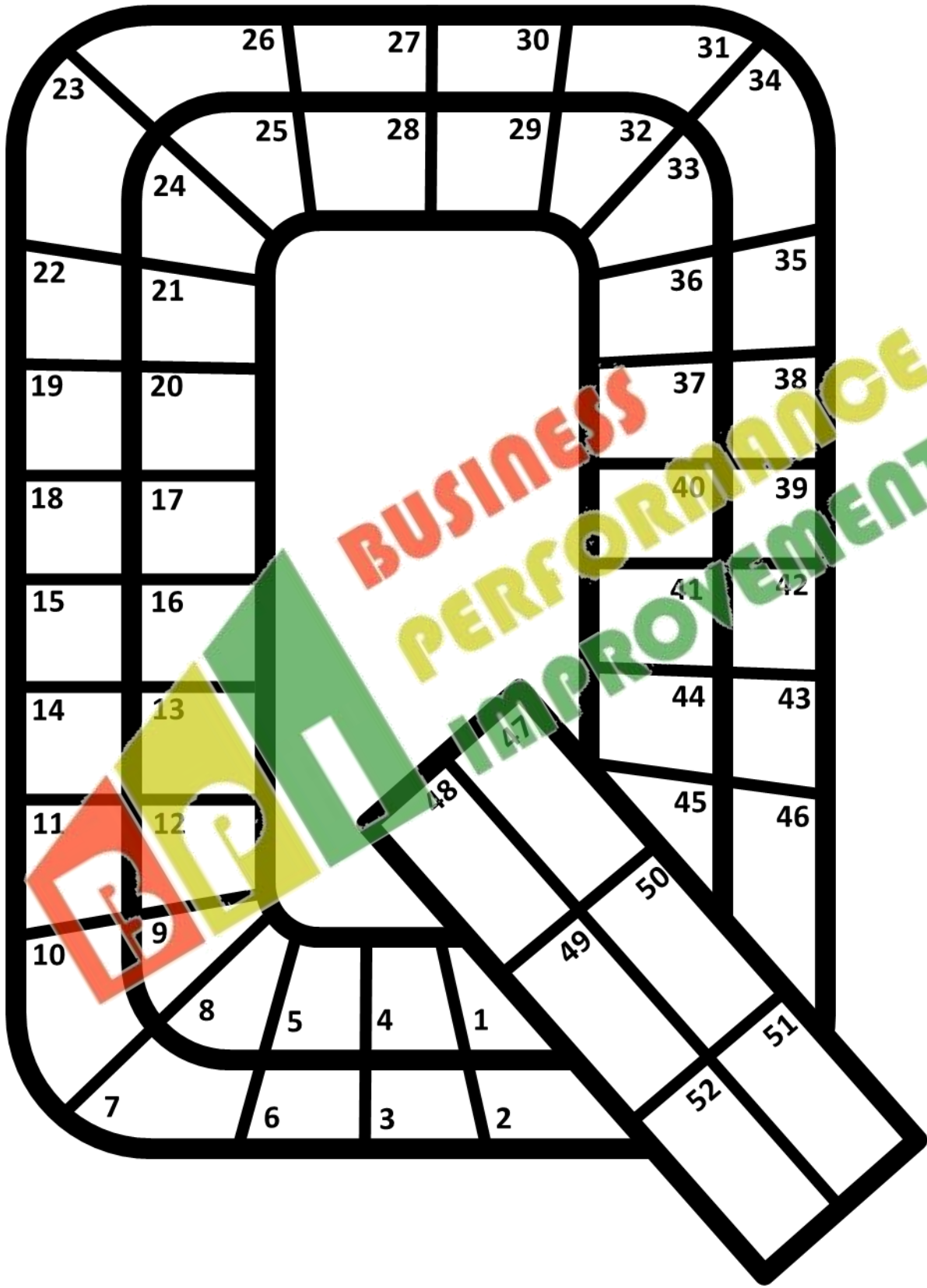
A 6x6 grid with numbers 1 through 31. The grid is partially filled with numbers, and some cells are empty. A watermark 'BUSINESS PERFORMANCE IMPROVEMENT' is overlaid diagonally across the grid.

1	2	15	16	17	18
3	4				19
5	6				20
7	8	24	23	22	21
9	10	25	26		
11	12		27	28	30
13	14			29	31

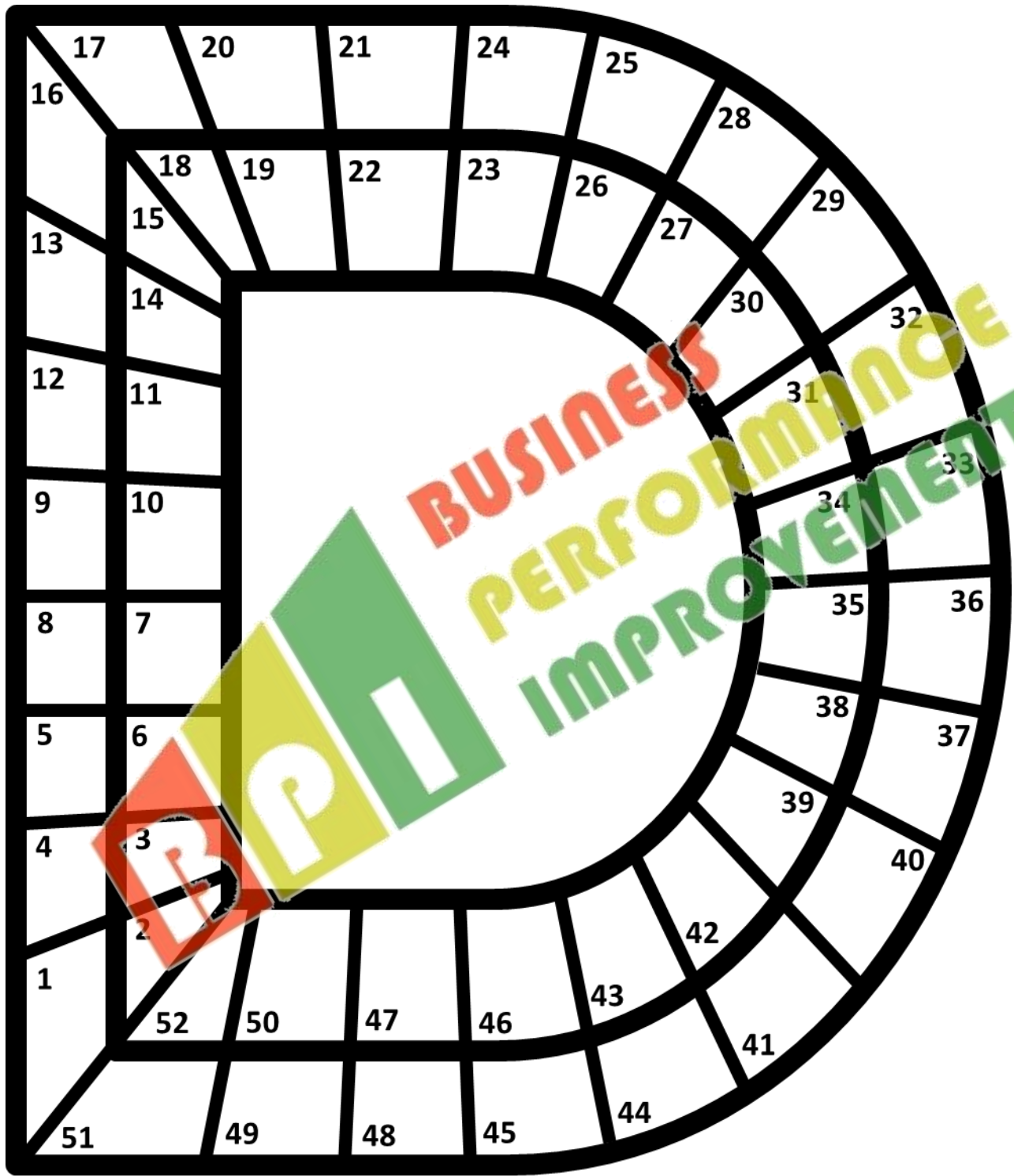
RESPONSIVENESS

52 WEEK LETTERS





QUALITY



DELIVERY

35	36	39	40	43	44	46	49
34	37	38	41	42	45	47	50
33	32					48	51
30	31						52
28	29						
27	26						
24	25						
23	22						1
20	21					7	2
19	16	15	12	11	8	6	3
18	17	14	13	10	9	5	4

COST

41	42	43	46	47	52
40	39	44	45	48	51
37	38			49	50
36	35				
33	34				
32	29	28	25	24	23
31	30	27	26	21	22
				20	19
				17	18
1	6			16	15
2	5	7	10	11	14
3	4	8	9	12	13

SAFETY

25	26	27	30	31	33	34
24	23	28	29	32	35	36
21	22				38	37
20	19				39	40
17	18				42	41
16	15	52	49	48	43	44
13	14	51	50	47	46	45
12	11					
9	10					
8	7					
5	6					
4	3					
1	2					

PEOPLE

19	20	21				32	33	34	
18	17	22	23			30	31	36	35
15	16		24	25	29			37	38
14	13			26	28			40	39
11	12			27				41	42
9	10							44	43
8	7							45	46
5	6							48	47
4	3							49	50
1	2							52	51

MORALE