Presentation speech

What was the problem:

How it was addressed:

Showcase the results:

Have you ever needed to search for something in your garage, but you don’t even know here to look. Or there is just to many items that you will have to look through to find what you want that, which would make you feel like you are searching through a mountain of garbage.

(slide)Well, this is how the family that lives in an estate in Irene farm villages feel. They have been living here for the past 10 years. Over this duration of time the family would place items in the garage cupboards.

The garage is a single car garage with cupboards on the righthand side. Sometimes over these years the family would organise the garage, but time and time again the garage would go back to being a messy, cluttered and unorganised. The family would eventually give up on trying to organise the garage as they thought that even though they would organise it, it will become unorganised once again. The family would store useful items in the garage. These items would include tools, caps, flags, sporting equipment and other random items.

(slide)The unorganised mess would cause the family to take time looking for these items when they needed to do tasks around the house. The tools would never be in the right place, or they wouldn’t even be placed in the garage and be missing causing the family to have to buy new ones. Not being able to find tools would cause a problem for the family as it would make them spend a lot of time looking for them. This would make the tasks even longer then expected. Another problem is that the family would waste money on the new tools.

(slide)The problem with all of this is the fact that random items would also be placed where all the important items were. This meant that the family would have to dig through items just to find what they wanted. This could have caused the family to get cut by sharp tools or other random things placed in the cupboards of the garage. The problem with the organisation of the garage is that the initial times that the family did it, they didn’t use the correct methods to make sure that the garage organisation would remain over the years.

(slide)The family need a way to organise the garage but didn’t know how. This is where I stepped in. I need to find a way to organise the cupboards of the garage without it becoming unorganised again. This is where I used the 5s methodologies. Which was popularised by Taiichi Ohno. Who used these methodologies for Toyotas production of motor cars. The 5S methodologies are a tool to help the improvement of workplaces processes. 5S methodologies include 5 steps.

(slide)The first is sort. This step is to sort through all the items and discard the one that aren’t important

The second step is set in order. This step is to organise the items into categories and also have certain places for these items to be placed.

The third step is shine. This step involves the cleaning up of the area that u are working on.

The fourth step is Standardise. This step helps with people knowing what their role is. This can be that they know here the items should be placed.

The fifth step is sustain. This step is to make sure that the workplace is kept the same the whole time. This step is to ensure that the workplace doesn’t become unorganised.

(slide)The way in which I organised the garage was using these 5 simple steps. I sorted all the items into items that were needed and items that weren’t need.

(slide)Then I further sorted these items into categories in to 5 categories. These categories included tools, caps, flags, sporting equipment and helmets. These picture show a few of the categories.

(slide)The second step was to set these items into certain positions in the cupboards. The first drawer was placed for the tools. Each tool was place in a specific place so that you would know exactly where to look when searching for these tools. The wrenches, screwdrivers and Alan keys were placed in their own specific box.

(slide)The drawer below this one was also where other tools were placed. The drills, glue guns were placed in spot in the drawer where they could be easily taken out without messing u the positions of other items.

(slide) The third drawer is where the flags and caps were placed. The next drawer is the drawer to the right of the first drawer. This is where the categories other was placed. These were the random items in the garage that didn’t fit into these categories but could still be useful when needed.

(slide) The drawer below the others drawer is where the helmets were placed. The drawer below this one is where the sporting equipment was placed.

(slide)The third step was shine. I washed the cupboards and its drawers. I also clean the garage floors.

(slide)The fourth step Standardise was used to make sure that people knew where all these items needed to be placed. This was done by placing name tags on the drawers and also in the tool drawer.

(slide)The fifth step was sustain. This step was done by showing the family where the items needed to be placed and to make sure that they did lace these items back in their position after they were done using these items.

You can further sort these items into more categories which can help you in deciding where they can be placed.

You must make sure that the people working in the area know exactly where these items should be placed so that they do not become unorganised again. This is a crucial thing. Due to the fact if people don’t know where to place the items, the garage can easily become unorganised again.

Every time new items are placed in the garage drawers make sure that they fit with the category as well as make sure u put them in the correct space. Placing these items in the wrong place will lead to the garage becoming unorganised.

Having and unorganised garage can lead to time inefficiencies, loss of money as well as injuries. This is why a garage needs to be organised so that task can be completed quickly and there will be no need to go to the hospital for injuries that could have been avoided.