

Instructions and Tips for Using the Blank Yamazumi Chart File

The data fields for the DATA and GRAPH tabs will automatically populate based upon information you input into the currently marked as OPEN, with a couple of exceptions

DATA Tab: exception: G1, H2, and H3 are input manually by the user

GRAPH Tab: exception: Header is input manually by the user

OPEN Tabs:

Once an OPEN tab is selected the user should type in the Project Name in row 1, this is a manual entry

Add the person's name in A2; this is a manual entry

Add the date of the study in C3; this is a manual entry and will format automatically

Data collected for the various categories is input manually in Column B, in rows 10, 12, 14, 16, 18, 20, 22, 24. The chart on the OPEN tab will populate automatically

The total available time (Gross) is input in minutes in B26

All planned downtime (lunch, breaks, meetings, 5S, etc) is input in minutes in B28

The Red dotted lines are a display of TAKT time for that Operator; the data is input manually in AC2, AC3, and AC4 in minutes; the line will automatically adjust on the chart

The Green dotted line represents the net time available in a shift; the data is input manually in AD2, AD3, and AD4 in minutes; the line will automatically adjust on the chart

Based upon data entered in the OPEN Tab, the DATA and GRAPH Tabs will automatically populate showing bar charts on the GRAPH Tab and utilization and efficiencies on the DATA Tab