Kaizen – 5W and 2H Example

5W and 2H

What
- Define the task or operation
  - Can it be eliminated
    - YES
    - NO

Why
- Define the purpose of the task
  - Does it add value
    - YES
    - NO

Where
- Location/station task being performed
  - Best location
    - YES
    - NO

When
- When in process is task being performed
  - Correct time or sequence in process
    - YES
    - NO

Who
- Who is performing task
  - Best person, most qualified
    - YES
    - NO

How
- How is the task being done?
  - Best method
    - YES
    - NO

How Often
- How often required
  - Within capacity
    - YES
    - NO