

Needs Analysis

Look for:

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| Episodic duties | Easier tasks to perform | Material supply | Tool supply |
| Interruptions | Tasks that would make their job easier | Backed up tasks | Wasted motions |
| Fatigued workers | Frustrated workers | Tasks they don't like doing | Tasks needing assistance |
| Unattended materials | Unsafe conditions | Unsightly areas | Errors |
| Misplaced materials | Piles / boxes | Dusty, broken, or dirty goods | Missed opportunities |
| Blockages | Waste / scrap materials | Customers needing assistance | Customers angry |
| Customers waiting | Customers confused | Customers asking for information | Customers with complaints |
| Customers with suggestions | | | |

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