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THE MANAGER'S DIGITAL SHOP FLOOR QUICK START CHECKLIST

Score one area in twenty minutes, with evidence you can see on the shop floor.



PROCESS FIRST. THEN DIGITAL.

START HERE

How to Use This Check

One area, one walk with the area manager, twenty-five statements, one number.

01 WALK	02 SCORE	03 ACT
Walk the area with the area manager and a team leader. Look at boards, terminals, paper lists and the machines themselves.	Score each statement from 0 to 4. Without something you can see or open on the shop floor, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across areas.
3	Mostly in place and visible in the area.
4	Consistently in place, visible, reviewed and improved.

> **WHY ONE AREA**
>
> **A plant does not go digital in general. One area with its machines, its people and its meeting goes digital. Score an area of ten to forty people, then repeat the check after the first pilot.**

Before You Start

- **Area:** a production area with machines or assembly stations, a team leader and a daily meeting.
- **Evidence:** the shift report, the board of the daily meeting, an open work instruction, the last downtime list, the system or network picture if one exists.
- **Tone:** you check how information flows, not how well people type. Ask where a number comes from, not who entered it wrong.

THE CHECK

01 Process First and Purpose

NO.	CHECK	SCORE 0 TO 4
01	Every digital project on the shop floor starts from a named problem with a measure, not from a technology or a vendor offer.	
02	The process is stable and standardized before it is digitized: standard work, reason codes and escalation rules exist on paper first.	
03	Information flows of the area are mapped, and paper lists, double entries and searching are visible as waste.	
04	Use cases are listed and ranked by value, effort and data readiness, and only the top few are started.	
05	The people who will use the solution helped to define it, and their main complaint about the current way is known.	

02 Data and Machine Connectivity

NO.	CHECK	SCORE 0 TO 4
06	Machine states (running, stopped, setup, waiting) are recorded automatically for the key machines, not typed in after the shift.	
07	OEE is calculated from machine data with one written definition, and the gap to the former manual figure is understood.	
08	Every stop above a set duration gets a reason from a short, agreed reason code catalog within the shift.	
09	A data point list states for every signal its source, meaning, unit, frequency and owner.	
10	Master data for machines, parts, routings and reason codes has one owner and one place where it is changed.	

THE CHECK

03 Shop Floor Applications

NO.	CHECK	SCORE 0 TO 4
11	The daily shop floor meeting runs on a digital board that shows yesterday from data and today from the plan.	
12	Work instructions at the workstation are current, visual and versioned, and the operator sees the right one for the order.	
13	Andon calls reach the right person within a defined time, and unanswered calls escalate automatically.	
14	Material, batches and key process data can be traced from customer order to supplier lot within minutes.	
15	Paper lists that the digital solution replaces are removed, not kept in parallel.	

04 Architecture, Systems and Security

NO.	CHECK	SCORE 0 TO 4
16	A simple architecture picture shows machines, edge, shop floor applications, ERP and their interfaces, and it is kept current.	
17	Systems are selected with written requirements, a weighted scoring and a test on the shop floor before the contract.	
18	Machines and controls sit in separated network zones without direct internet access, and remote access follows one controlled path.	
19	Every person has a personal account, roles limit what each user can change, and shared passwords are not used.	
20	Updates, backups and the recovery of the shop floor systems are planned, tested and owned.	

THE CHECK

05 People, Adoption and Benefits

NO.	CHECK	SCORE 0 TO 4
21	Operators and team leaders were trained at the workstation, and super users on every shift answer questions.	
22	Usage is measured: share of stops with a reason, boards used in meetings, instructions opened per order.	
23	The benefits promised in the business case are measured monthly by a named owner against the baseline.	
24	Data leads to actions: every board meeting ends with owners and dates for the top losses.	
25	A roadmap shows the next waves of use cases and areas, and the rollout uses the standard from the pilot.	

Your Result

BLOCK	POINTS	OUT OF
01 Process First and Purpose		20
02 Data and Machine Connectivity		20
03 Shop Floor Applications		20
04 Architecture, Systems and Security		20
05 People, Adoption and Benefits		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you how much your shop floor runs on paper and memory. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Paper and memory. Numbers are typed in after the shift, nobody trusts them.	Map the information flow of one area. Agree one reason code catalog on paper.
40 to 59	Islands. Some machines report, some screens exist, nothing is connected to the meeting.	Connect the key machines, calculate OEE from data, use it in the daily meeting.
60 to 79	Connected. Data drives the meeting in the pilot area, the rest of the plant waits.	Write the standard from the pilot, fix architecture and security, plan the waves.
80 to 100	Digital system. Data, applications and routines work together and are improved.	Hold the level. Add use cases by value and keep paper out.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check after the pilot and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
DIGITAL SHOP FLOOR STARTER KIT	The guide for the first 30 days in one area, plus the roadmap and data tracker with use cases, data points, OEE, roadmap and business case.
DIGITAL SHOP FLOOR EXCELLENCE BUNDLE	The full playbook, the two-day kickoff workshop pack, eight templates, the Excel system for several areas and a ready-to-use workshop deck.

Both are available at operationsinsider.com.