

## TIME & MOTION STUDY

A time and motion study is the application of a scientific method of determining process times using data collection and statistical analysis. The times that are calculated through a scientific study are used for various initiatives such as:

- Accurately costing jobs
- Establishing accurate productivity goals
- Compiling objective data that compares automation/methods
- Identifying non-value-added time percentages
- Determining current staff utilization and identifying opportunities
- Quantifying gains through layout and/or method changes
- Reducing labor costs

Time studies are useful in determining vital information such as:

- Accurate times for job functions
- Amount of processing time for equipment/automation
- Calculated time reduction for process, layout, technology, or workstation changes
- Percentage of time utilization by operators and/or equipment
- Appropriate staffing levels based on workload
- Batch processing times, turn-around times, cycle times, process lead time, change-over time, etc.
- Percentage of non-productive time during a given time period
- Amount of time spent on random, non-value-added activities, such as equipment changes, system failure, etc.

### ***A Time and Motion Study will:***

- Increase efficiencies within operations and job costing
- Help you gain a better understanding of each operation as they are broken down
- Provide supporting data for creating an incentive threshold that brings Senior Management objectives in line with the capabilities of the production lines

Based on your specific needs, NEPIRC will create a customized program for your company. A NEPIRC consultant will evaluate your current situation and make a recommendation. The scope of work will consist of on-site observation and documentation of the study elements, levels and improvement opportunity areas.