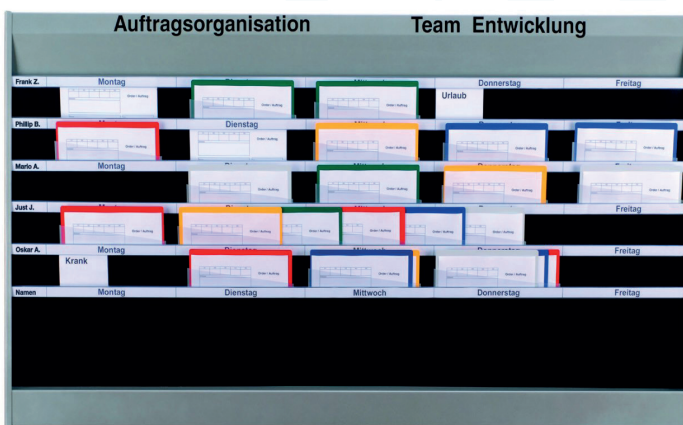


OrgaBoard - LEAN Administration in Practice

A structured approach to administration tasks and efficient project control – that is what helps enterprises and institutions to achieve considerable cost savings. With **OrgaBoard**, WEIGANG has now developed a new scheduling board which supports implementation of lean structures in practice.



In recent years, lean management and lean administration methods have been increasingly accepted in many fields of professional life. Lean means “adding value without waste” – with the objective of utilizing resources optimally, assuring customer satisfaction and improving the competitive situation of enterprise permanently. A new tool for optimising administrative processes is WEIGANGs **OrgaBoard**.

The organisation and visualisation specialist’s new scheduling board

- facilitates distribution of tasks among personnel (allocation of tasks to staff members),
- assures smooth workflow even in cases of illness, and
- allows transparent processing of projects at all times.

Flexible assignment of five compartments rows

OrgaBoard consists of a high-quality stable scheduling board comprising five rows of compartments for sorting in your **OrgaPockets**. The pockets for document size A4 size have a stable back and transparent film bags on both sides front and rear, which, are capable of receiving each a stack of documents with a thickness of up to 5 mm.

You can label columns and rows as desired, depending on the scheduling target. For example, you can allocate one row of compartments to each member in a team of five. With a horizontal weekday division, you can clearly allocate jobs or individual project steps to the person in charge. In case of illness or if process flows are changed, you can restructure projects in a jiffy.

Voluminous Orga Pockets providing a lot of information

The voluminous **OrgaPockets** which can be filled on both sides are not only capable of taking up basic information but also a plenty of supplementing documents. For example, you can combine order slips on the front with detailed information, such as data sheets, descriptions and photographs, on the rear.

OrgaPockets are available in six assorted colours: light-grey, red, yellow, dark blue, powder blue and green. Smart assignment of colours opens up a further information level catching the eye on the spot. The colour code may provide information about activity steps in projects, processing priorities, product lines involved, or about the customer having placed the order.

A clip holds your copies

The scaling bar on the top of each compartment row also serves as a clip. If you take an **OrgaPocket** out of the board, you can attach a copy of the documents as a “wildcard” in its place. This allows a team leader to immediately recognize who is currently processing which task.

The scheduling board is hold in the timeless colours of grey, black and white. That is why **OrgaBoard** will always fit harmonically in your office environment, modern, modest or noble. The labelling at the top of the board is included in our standard scope of delivery and can be chosen as desired.

In all, **OrgaBoard** is a flexible organisation tool which can be easily adjusted to individual scheduling demands of working groups and office teams, whether in the service, trade, industry, or administration fields.



Approach us! Ideas become product solutions!

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ORGANISIEREN
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