

## **Six Sigma Green Belt Data Collection Plan**

### **Project Title**

Reducing Truck Idle Time at Load/Unload Sites

### **Objective**

To measure and reduce the average idle time of trucks at loading/unloading sites by collecting relevant time-based performance data.

### **What Will Be Measured**

Idle time per truck, measured as the time difference between arrival at the load/unload site and the beginning of loading or unloading.

### **Type of Data**

Continuous (time, measured in minutes)

### **Operational Definition**

Idle time is defined as the period from when the truck arrives and is logged at the gate to the time when active loading or unloading begins.

### **Data Collection Method**

Drivers will record arrival and load start times on a standardized log sheet or mobile application. Dispatchers and site supervisors will verify entries daily. Data will be entered into a central spreadsheet for analysis.

### **Sample Size**

At least 30 individual truck entries over a two-week period at three major load/unload locations.

### **Frequency**

Data will be collected for each truck delivery that occurs during the two-week sampling window.

### **Data Collector(s)**

Drivers, Dispatchers, Site Supervisors

### **Location of Data Collection**

Three designated renewable energy project load/unload sites

### **Tools Used**

Standardized paper log sheets, Microsoft Excel, timekeeping app

## Notes

Ensure that time entries are made consistently and without rounding. Drivers and dispatchers must sign off on each entry to ensure reliability of the data.