# POLCA Wizard Tutorial

POLCA stands for "Paired-cell Overlapping Loops of Cards with Authorization". It is a variant of Kanban, suitable for companies who produce many different and/or customized products. POLCA is a work-load controlling system that is part of a complementary management philosophy to Lean called Quick Response Manufacturing QRM).

This wizard assists in calculating the number of POLCA needed between two QRM cells for a defined planning period. This tutorial will guide you through the steps to create a simple example with calculations.
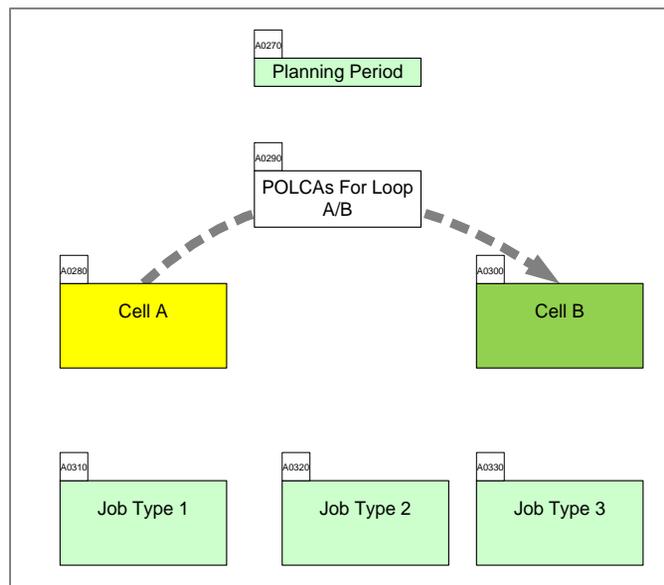
Viewing/printing eVSM Tutorial:

This tutorial is designed for two page layout. If printing, you will need double-sided print.

For on-screen viewing, save the PDF file to your PC and then open it in Acrobat Reader (not in a web browser). In the Acrobat menus, click "View>Page Display", make sure "Show Cover Page in Two Page View" is checked and then select "Two Page View".
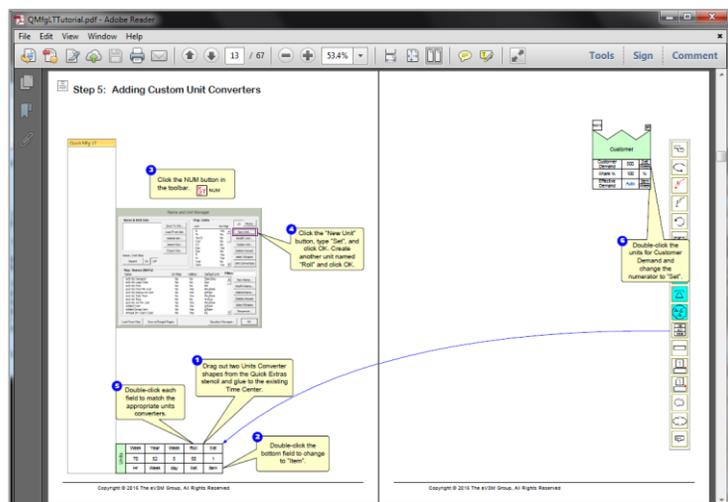
Step 1: Start eVSM

1 On your Desktop, click the "Start eVSM" icon.

Recycle Bin

Start eVSM

2 If you see a message like this, you must "Enable" macros.

Microsoft Visio Security Notice

[?] [X]

🛡️ Microsoft Office has identified a potential security concern.

Note: The digital signature is valid, but the signature is from a publisher whom you have not yet chosen to trust.

File Path: C:\Program Files\eVSM\Setup\Solutions\eVSMIcons.vss

Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

More information

Show Signature Details

[Trust all from publisher] [Enable Macros] [Disable Macros]

3 Click to enable macros.

4 Click "Trust all from publisher" to avoid the security notice in future.

Step 2: Learn eVSM Basics

Wizard POLCA

2 Avoid re-sizing eVSM shapes. Instead grow the drawing page when needed. To resize the page, hold down the "Ctrl" key, and then drag any page edge to the required size. This method works on all four edges of the page.

5 Save your Visio file and then insert a new page via the right-mouse menus on the page-tabs.

VSM   Quick_eVSM

1 eVSM Help resources are available in the Learn module of the toolbar. Hover over each one to see what they do.
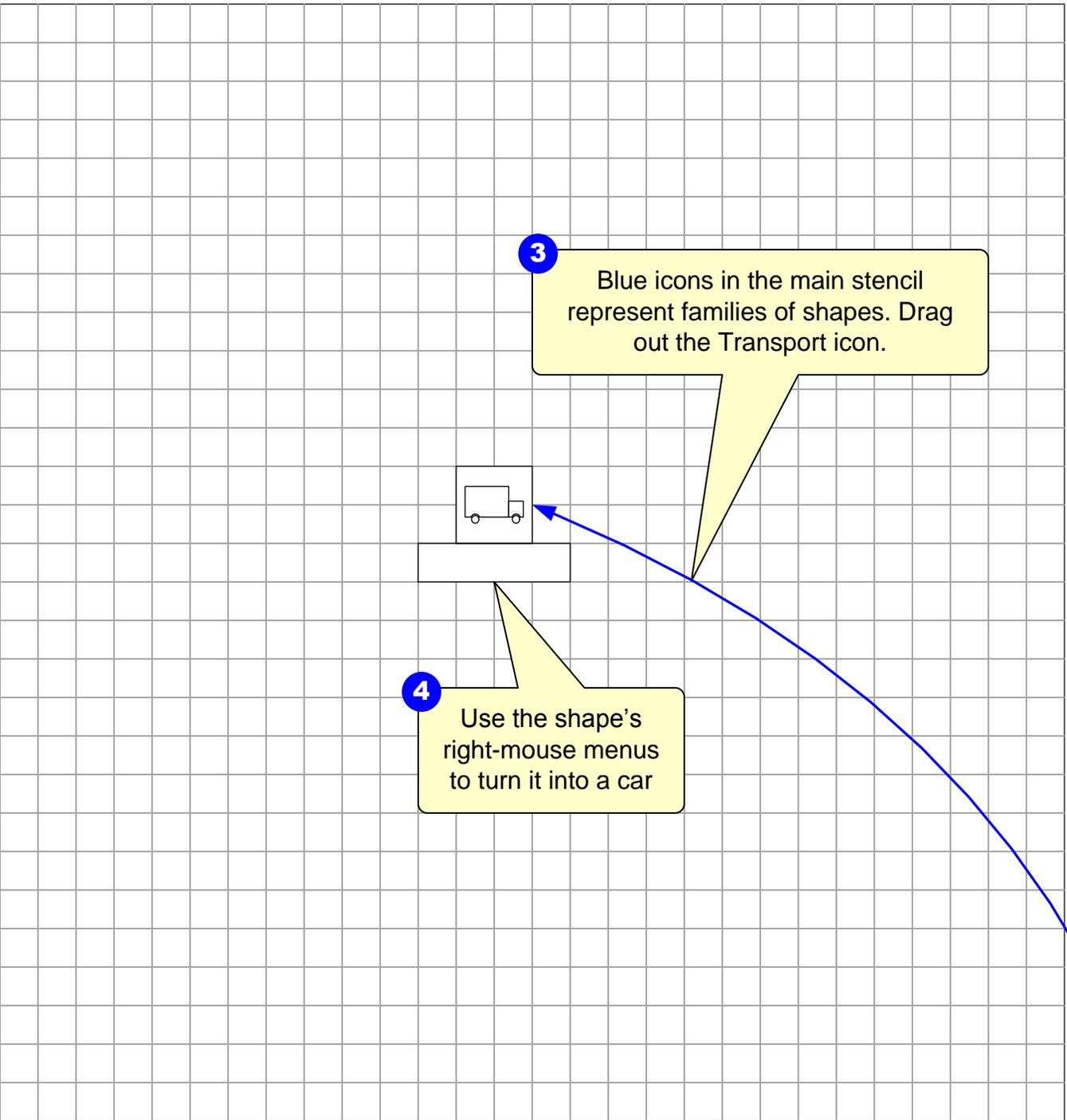
3 Blue icons in the main stencil represent families of shapes. Drag out the Transport icon.

4 Use the shape's right-mouse menus to turn it into a car
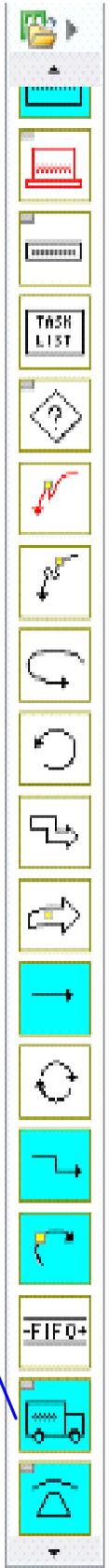
Step 3: Initiate a POLCA Wizard Map

1 Click the Open button and select POLCA under the wizard column. Open

Wizard POLCA

DATA

POLCA Data

2 Red shapes must be dragged out FIRST.

3 Enter the available hours per day here.

Day
24
Hr
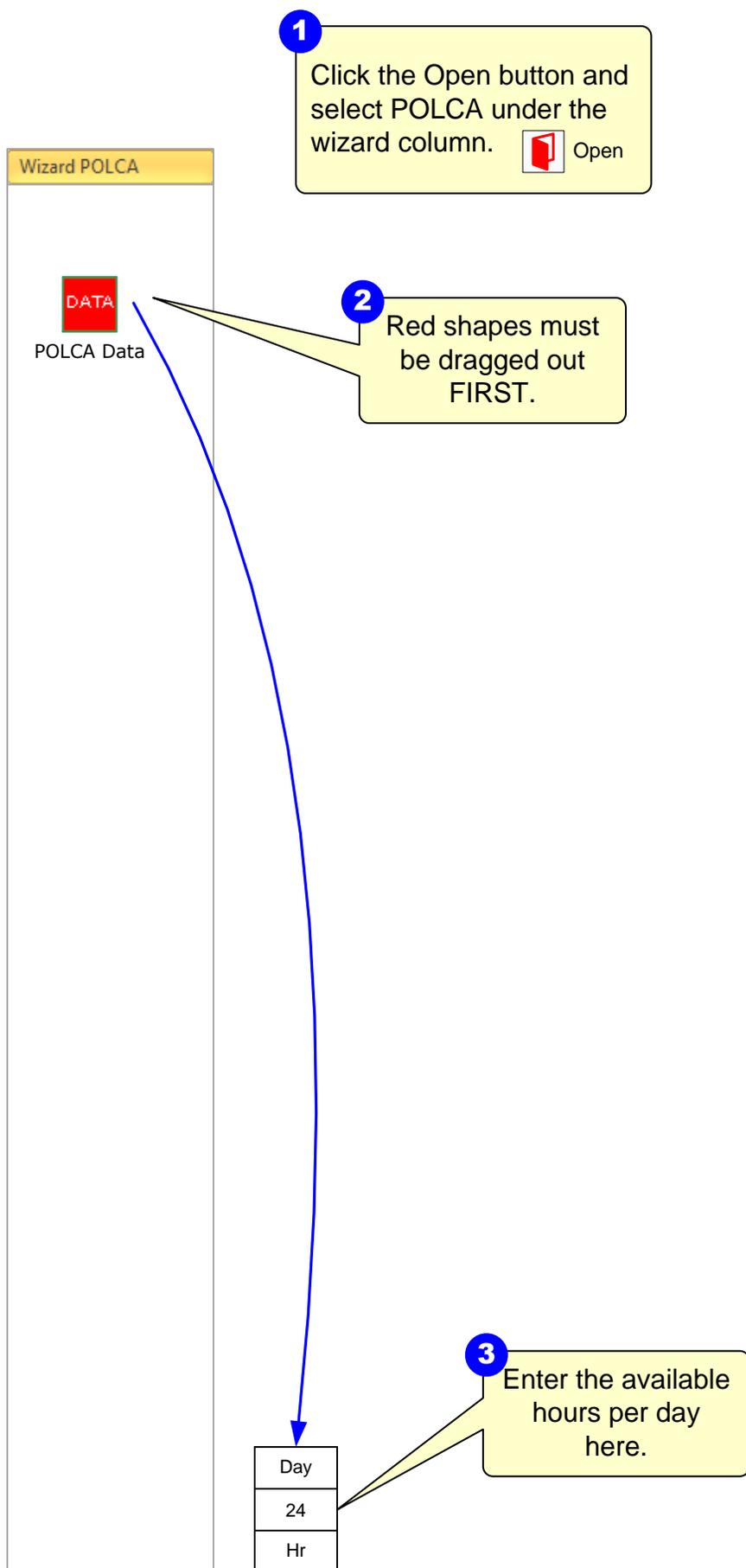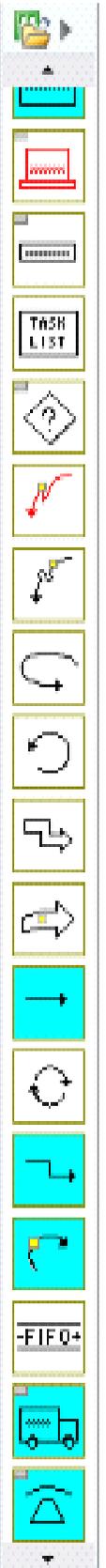
Step 4: Draw the Flow and Fill in Values

1

Green centers are used to draw the flow.

Wizard POL

POLCA Cell Loop

Job/Work Description

Day
24
Hr

2 Annotate the map with the appropriate values.

3 The Planning Period over which the POLCA implementation is being planned.

A0270
Planning Period

Planning Period	63	Day

A0290
POLCAs For Loop A/B

Total POLCA Cards	Auto	Cards

A0280
Cell A

Cell Lead Time	3	Day

A0300
Cell B

Cell Lead Time	2	Day

4 Number of POLCA cards needed, rounded up to the next integer

5 The expected/ estimated Demand for the Job Type for the Planning Period

A0310
Job Type 1

Demand	70	Jobs
Cards per Job	1	Cards Jobs
Card Flow	Auto	Cards

A0320
Job Type 2

Demand	22	Jobs
Cards per Job	2	Cards Jobs
Card Flow	Auto	Cards

A0330
Job Type 3

Demand	6	Jobs
Cards per Job	3	Cards Jobs
Card Flow	Auto	Cards

6 The number of POLCA cards this Job Type will require

7 The total of all the POLCA cards that will flow from A/B due to this Job Type over the Planning Period

8 Do not change the blue Auto fields. These will get calculated later.

Step 5: Perform Calculations

Wizard POLCA

1 Click the "Check" and button fix any problems flagged ➕ Check
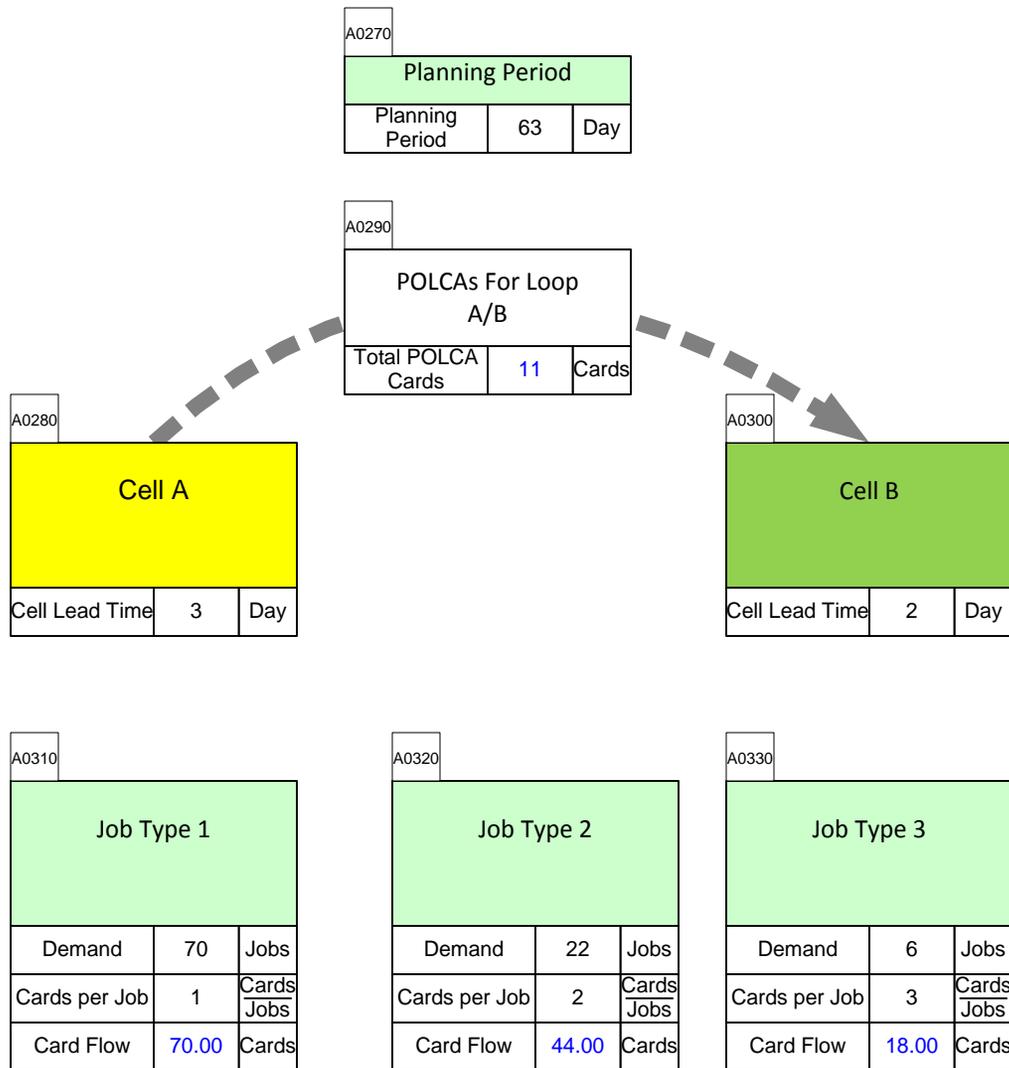
2 Click the "Solve" button to calculate ❌ Solve

Day
24
Hr

A0270

Planning Period

Planning Period	63	Day

A0290

POLCAs For Loop A/B

Total POLCA Cards	11	Cards

A0280

Cell A

Cell Lead Time	3	Day

A0300

Cell B

Cell Lead Time	2	Day

A0310

Job Type 1

Demand	70	Jobs
Cards per Job	1	Cards/Jobs
Card Flow	70.00	Cards

A0320

Job Type 2

Demand	22	Jobs
Cards per Job	2	Cards/Jobs
Card Flow	44.00	Cards

A0330

Job Type 3

Demand	6	Jobs
Cards per Job	3	Cards/Jobs
Card Flow	18.00	Cards

3 All blue Auto fields have now been calculated.