Time and Motion Study

By

Bhupendra Ratha, Lecturer
S. L. I. Sc.,
D.A.V.V., Indore

Email Id: bhu261@gmail.com
Time and Motion Study

- Time and motion study is a work measurement technique for recording the times of performing a certain specific job or its elements carried out under specified conditions.

- For analyzing the data so as to obtain the time necessary for an operator to carry it out at a defined rate of performance.
Functions of Time and Motion Studies in Libraries

- Establish work standards in libraries.
- Set expectations which are fair to both employee and Library.
- Identify sources of error and difficulties.
- Improve existing processes, tools or work environments of library.
Determining schedules and planning of work.
Determining standard costs of a particular work.
Estimating the cost of a product before manufacturing it.
Determining machine effectiveness.
Time and Motion Study Equipment

- A stop-watch
- A study board
- Time study forms

Other Equipments:
- Audio and Video Tape recorder
- Stationary
- Equipments related with particular field.
Preparing for a Time Study

- The steps in the process studied must already be standardized; e.g. sequences have been determined.
- All the information about staff members should be available in library.
- Operator must be fully qualified, trained, and acquainted with standardized process being studied.
- Must inform supervisor and department head.
- Make sure all materials are available for the process.
Procedure of Time and Motion Study

- Secure and record information about the operation and operator being studied.
- Select operators
- Divide the operation into elements and record a complete description of the method. (before you start study)
- Assign particular work to operators
- Observe operators performing task: record time taken for each element.
- Rate the operator’s performance.
- Determine appropriate work standards.