

Lean Practitioner: Process Improvement Report

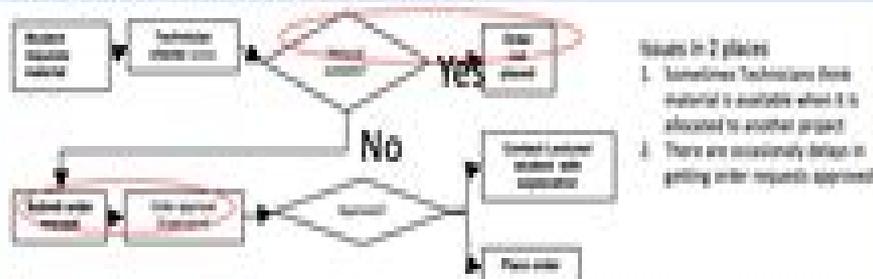
Area & Process: Engineering - Material ordering	Start Date: 03/12/2018
Project Leader: Joe Bloggs	Target Completion Date: 26/3/2018

CONCERN: DESCRIBE THE ISSUE

Issue: When students request that we order materials for their projects we sometimes don't place the order on time or at all.

Impact: Students delayed in starting their project, impact on schedule in workshop resulting in pressure to get projects completed before submission deadline

LOCATE: IDENTIFY THE SOURCE OF THE ISSUE



UNDERSTAND: IDENTIFY THE CAUSE OF THIS ISSUE

Why do we think material is available when it is not?

- Material might not be clearly labelled

Why are materials not clearly labelled?

- Sometimes only one part in a batch of parts is labelled

Why do we only label one part?

- Too time consuming to label all parts. We have to take parts out of packaging to label them.

Why are there delays getting orders approved?

- Only Supervisor can approve and he may not be available

Why is it that only one person can approve an order?

- No one else has approval authority in the system?

Why is no one else authorised to approve materials orders?

- The need for another person wasn't recognised up to me

What action can we take to address this?

1. Create an easy to materials order list orders with are already allocated to a project so there are not mistakenly thought to be available or
2. Do not check stock - just submit the order assuming we don't have the materials

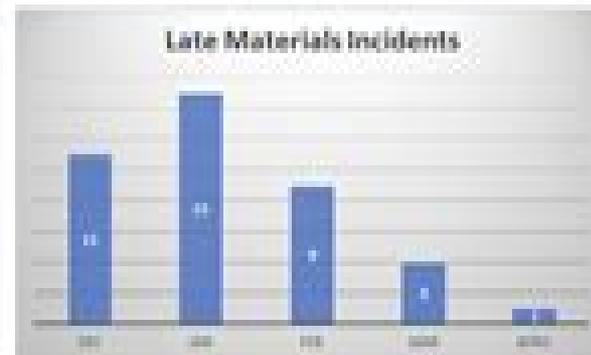
What action can we take to address this?

1. Designate a lower Technician to approve material orders in the absence of the Supervisor

COUNTERMEASURE: DESCRIBE THE SOLUTION

Root Cause	Solution	Impact	Cost	Risk	Responsible	Status
Materials not properly labelled	Designated location for allocated materials	Low priority 2	Low 2	Low 2	Steve Superson	Complete
Materials not properly labelled	Place orders regardless of whether or how important it is to the project already available	High priority 3	High 3 Waste of budget	Medium 3 Out out of stock	Students placed the materials and labelled in the project	Not
No backup for Supervisor to approve orders	Designate another and give training access to system	Low priority 4	Medium 4	Medium 4	Supervisor Packaging	Complete

RESULTS: SHOW THAT THE ISSUE IS RESOLVED



Solution implemented in late February. All of the late orders received in March were due to issues in February. One issue in April was caused due to a system issue which is now also fixed.

Issue significantly reduced - less complaints/schedule constraints

SIGN-OFF: RECOGNIZE THE TEAMS EFFORTS

Joe Bloggs

Ann Oler

Project Leader: Joe Bloggs

Process Owner: Ann Oler

End Date: 26/03/2018

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