

Process Flow Efficiency Improvement

ISAAC SMITH
MDS 495

INTRODUCTION



- MY PROJECT FOCUSES ON IMPROVING A PROCESS FLOW WITHIN THE LOGISTICS GROUP OF MY ORGANIZATION.

PROBLEM TO SOLVE

- THE PROBLEM I AM LOOKING TO SOLVE IS AN INEFFICIENCY TO PROCESS INVOICES THROUGHOUT THE MONTH. I AM LOOKING TO IMPROVE THE FOLLOWING:
 - SPEED
 - ACCURACY
 - LACK OF KNOWLEDGE

STAKEHOLDERS/AUDIENCE

- THE FOLLOWING ARE THE STAKEHOLDERS WHO WILL BENEFIT FROM ME FINDING A SOLUTION FOR THE PROBLEM:
 - PRESIDENT
 - LOGISTICS MANAGER
 - LOGISTICS GROUP MEMBERS
 - MYSELF
- THE BENEFIT OF THE PROJECT FOCUSES ON IMPROVING END OF MONTH REPORTS, IT WILL INCREASE SPEED AND REPEATABILITY. IT WILL ALSO SET AN EXPECTATION ON HOW THE PROCESS WILL BE DONE THROUGH THE CREATION OF DOCUMENTATION. MOST IMPORTANT IT WILL IMPROVE QUALITY OF LIFE FOR ALL WHO IS INVOLVED.

MY INNOVATIVE APPROACH

- FRUSTRATION AND COMPLACENCY IS WHAT DROVE ME TO ENACT CHANGE.
 - FRUSTRATION SEEN BY THE STAKEHOLDERS AND COMPLACENCY THROUGH ONLY PROVIDING VERBAL TRAINING.
- EITHER WE LIVE THROUGH COMPLACENCY OF ONLY PROVIDING VERBAL TRAINING OR WE CREATE DOCUMENTATION THAT WILL IMPROVE UPON OUR INEFFICIENCY OF THIS PROCESS.
- THROUGHOUT THE PROJECT, I USED THE ADVICE FROM THE LOGISTICS GROUP MEMBERS BECAUSE THEY WERE THE ONES DOING THE PROCESS AND THE EXPERIENCES FROM THE PRESIDENT AND LOGISTICS MANAGER TO IMPROVE UPON THE WORKFLOW CHART AND PROCEDURE



MY EQ

- THE RISK OF NOT HAVING PROCEDURES CREATES A BURDEN ON OTHERS WHO DON'T KNOW HOW TO CARRY OUT THE TASK. THE RISK VARIES FROM PERSON TO PERSON, SO I HAD TO CONSIDER HOW IT IMPACTED EACH STAKEHOLDER.
- THROUGHOUT EACH STAKEHOLDER MEETING WE WOULD VERBALLY STATE HOW WE WERE FEELING EACH MEETING.
- WE AS A TEAM FELT ANGER, FRUSTRATION AND ANNOYANCE.
 - FROM THE BEGINNING THEY FELT ANGER, FRUSTRATION AND ANNOYANCE BECAUSE OF THE OLD WAY OF DOING THINGS
 - THROUGHOUT THE PROJECT AND BY THE END THOSE FEELINGS BEGAN TO TURN INTO CONFIDENCE, ENERGETIC AND EXCITEDNESS.
 - ENERGETIC TO COMPLETE THE PROCESS AND CONFIDENCE KNOWING THAT THEY ARE DOING IT CORRECTLY AND EFFICIENTLY.
- THE SOLUTION SHOWED THAT I WAS THINKING OF THE FUTURE AND HOW IT WILL HELP OTHERS IN THE FUTURE WHEN THE PEOPLE HERE TODAY ARE NOT AT THE ORGANIZATION.



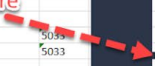
THE CREATIVE PROCESS



- MORE AND MORE COMPANIES ARE FINDING THAT CREATIVITY IS AN IMPORTANT SKILL TO HAVE. THIS PROJECT SHOWED ME HOW BEING CREATIVE IS AN IMPORTANT SKILL TO HAVE AND TO CULTIVATE.
- FOR THIS PROJECT I LOOKED AT APPROACHING THIS AS SIMPLE AS POSSIBLE AND FIND THAT THE SIMPLEST FRAMEWORK IS THE MOST CREATIVE.

Work_PO	GPU_PO	GPI_EX	Vendor	Vendor_Code	Customer	GL_Code	Amount	Date	Inv_Rec	GPU_Submission	Date	Payment_Date	Details
								1/18/2022			1/18/2022		
								1/26/2022			1/31/2022		
								1/30/2022			2/1/2022		
								2/2/2022			2/9/2022		
								2/2/2022			2/2/2022		
								2/16/2022			2/22/2022		
								2/16/2022			2/26/2022		
								2/22/2022			3/8/2022		
								3/1/2022			3/1/2022		
								3/2/2022			3/11/2022		
								3/4/2022			3/4/2022		
								3/16/2022			3/16/2022		
								3/17/2022			2/17/2022		
								3/17/2022			2/17/2022		
								3/21/2022			3/21/2022		
								3/22/2022			3/23/2022		
								3/25/2022			3/25/2022		
								3/28/2022			3/28/2022		
								4/5/2022			4/5/2022		

Implementation of Workflow Chart and Procedure



RESULTS

Logistics

Main Process Flows

Month End Processing	Forecast and Part Processing
Vendor Management	Un-Forecasted Part Processing

Billing

- THIS PROJECT WAS SET OUT TO IMPROVE THE FOLLOWING:
 - SPEED
 - ACCURACY
 - LACK OF KNOWLEDGE
- WHEN IT CAME TO SPEED, WE SAW THAT INVOICES WERE BEING PROCESSED QUICKER
- WHEN IT CAME TO ACCURACY, WE SAW THAT ALL INVOICED THAT WERE RECEIVED WERE PROCESSED BY END OF MONTH
- BASED ON FEEDBACK FROM THE MEMBER THEY STATED THAT THEY WERE WELL VERSED WITH THE PROCEDURE THE WORKFLOW CHART

CONCLUSION

REFERENCES

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