



Detailed Lean Improvement Project Report

For the June 1, 2014, through December 31, 2014, reporting period

Agency name:

Recreation and Conservation Office

Improvement project title:

Funding Report Process Improvement for the Salmon Recovery Funding Board

Date improvement project initiated:

01/01/2014

Summary:

The Recreation and Conservation Office (RCO) is making improvements to the Salmon Recovery Funding Board's annual funding report, resulting in more direct reporting from local and regional stakeholders, staff time savings, and increased data quality passed on to board members, legislators, and the public.

Details:Description of the problem:

RCO staff assembles the annual salmon recovery funding report using data inputs from regional and local stakeholders with different reporting formats. The funding report includes two sections: a narrative section and "ranked list" of projects with data that inform the funding decisions made by the Salmon Recovery Funding Board.

Once staff compiles the narrative section and ranked lists, they format these outputs and perform quality checks. It is time-consuming for RCO staff and stakeholders to complete this review to assure there are no errors.

Description of the improvement:

RCO staff made two improvements to the funding report:

1. For the narrative section of the report, RCO now authors a short introduction and data summary and then directly incorporates inputs from regional stakeholders as links. This saves RCO staff time assembling, reviewing, and formatting text. It also provides timely information from regional stakeholders to the board, legislators, and the public. The linked format has marked a transition from paper-based to electronic reporting.
2. RCO is currently implementing an additional improvement that will allow local stakeholders to submit ranked list data directly through an online database. As the database already includes some of the data fields needed for the ranked lists, this improvement will limit duplicate data entry and produce a data export that needs less editing and review.

Specific results achieved:

RCO estimates the new process for the narrative section of the report saves 16 hours of staff time annually and results in a higher-quality product. Although the



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database improvement for ranked lists is not yet completed, staff estimates it will save at least 40 hours of RCO staff time and 26 to 52 hours of stakeholder time. Staff believes this database improvement will also result in increased data quality.

How we involved customers or stakeholders in this effort:

In the past, regional and local stakeholders found it challenging to submit and review inputs to the narrative report and ranked lists. Transcription and editing errors often resulted in multiple rounds of corrections and review.

RCO staff now directly includes regional stakeholder inputs as links in the narrative report. For the database improvement, local stakeholders are currently reviewing database prototypes and providing feedback. This new feature will debut for the 2015 grant round.

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