

Strategic Lean Project Report



For Reporting Period: July 1, 2015 through December 31, 2015

I. General Information:

Lead agency name: Washington State School for the Blind

Partner agencies: N/A

Improvement project title: Automated New Employee Orientation

Date improvement project was initiated: 9/1/2015

Project type: New Project

Project is directly connected to:

Results Washington performance measure

Agency Strategic Plan

Other

If applicable, specify the alignment:

Goal Number 5

Report reviewed and approved by: Dean O. Stenehjem, Superintendent

II. Project Summary:

The Washington State School for the Blind improved new employee orientation, resulting in less paper and accurate, up to date information.

III. Project Details:

Identify the problem: Too much wasted paper and out of date information.

Problem statement: Currently, approximately 10 pieces of paper are being printed compared to previous new employee orientation which entailed over 35 pieces of paper.

Improvement description: In collaboration with HCA, PEBB, etc. we identified the need to not only reduce the number of paper copies that were given to new employees by providing a flash drive with the information, but this also resulted in providing new employees accurate and up to date information by providing direct links to the forms required by the state.

Customer involvement: WSSB's Human Resource Department, which consists of 2 FTE's identified the problem and created a process to alleviate this inefficiency.

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IV. Project Details:

Improved process as measured by: <i>(Click those that apply)</i>	Specific results achieved: <i>(Complete the narrative boxes below)</i>	Total Impact: <i>(Actuals; Current Reporting Period)</i>	Results status:
<input checked="" type="checkbox"/> Cost	Decreased the cost of paper and printer wear and tear from 35 pieces of paper to 10.	Still being measured.	Preliminary
<input checked="" type="checkbox"/> Customer Satisfaction	Increased the ease of receiving information from paper to a flash drive, as well as ensuring that the documents are accessible for our blind and visually impaired staff (no need to create braille) from 0% to 100%.	<input checked="" type="checkbox"/> N/A (or) Click here to enter text.	Final

V. Contact information:

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