# STRATEGIC LEAN PROJECT REPORT

FOR THE JULY 1 THROUGH DECEMBER 31, 2016 REPORTING PERIOD

#### I. General Information:

Lead agency name: Liquor and Cannabis Board

Improvement project title: Contract Workload Report

Date improvement project was initiated: 11/15/2016

**Project type: New Project** 

**Project is directly connected to:** If applicable, specify the alignment:

☐ Results Washington performance

measure

Use existing technology better and modernize □ Agency Strategic Plan

technology where needed.

☐ Other

Report reviewed and approved by: Jim Morgan

### **II. Project Summary:**

The Liquor and Cannabis Board improved the Contract Workload Report, resulting in reduced steps and reduced time spent on compiling the report.

### **III. Project Details:**

description:

**Identify the** Within the Contract Team, one individual compiles a report for the team to work

problem: from each week consuming a large chunk of time.

**Problem** Currently it takes 33 steps and 5 hours to compile the Contract workload report as

opposed to less steps and maximum of 2 hours which I want to achieve by statement:

November 30, 2016.

**Improvement** Research options to add new records without refreshing and compiling the entire

data set each week, finds tools to help automate and allow all users to collaborate

and contribute reducing the reliance to one team member, reduce wait time while

report is compiled.

Customer Sought feedback from team members on what fields they would like to change, involvement:

update or edit. Asked them what worked for them in the current report and what

did not.





## IV. Impact to Washingtonians:

The 3 hours saved each week from the improvement can be redirected to managing agency assets and fleet.

Workload report is completed in 2 hours or less per week

We improved the contract workload report to reduce time spent compiling the report

### V. Project Details:

Improved process as measured by: (Click those that apply)	Specific results achieved: (Complete the narrative boxes below)	Total Impact: (Actuals; Current Reporting Period)	Results status:
⊠ Time	Decreased time spent compiling report <b>from</b> 5 hours per week <b>to</b> 1.5 hours per week.  Decreased steps in the process from 33 to 22.	Actuals	Final

## **VI. Contact information:**

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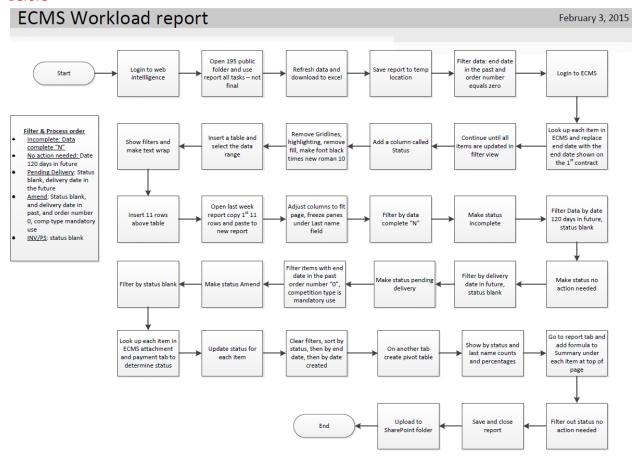




Competition Type

## VII. Optional Visuals: Illustration of the reduction of steps

#### **Before**



#### After

#### **ECMS Workload report** November 15, 2016 Filter data: "record Login to web folder and use Refresh data and Save report to temp Filter by data Start create date" since intellligence ort all tasks – no export to excel last run date Highlight excel Filter by record econcile and delete Remove filter from records (excluding any duplicate create date since eport list All items Highlight in yellow data complete last run "quick edit view" Change all status Change all status "pending delivery" Update status and Change Status Procurement monitoring" for ecords to workloa th current date r items where e "choose one" to rdinator for eac items where report list correct Status expiring 120 days or correct status less to correct status Change Competition Edit comments as Type "choose one" End elivery notificatio with Team needed to correct to customers