Strategic Lean Project Report

Purchasing/Receiving/Delivery Process Flow

Agency: Washington State School for the Blind (WSSB)
Partners and Customers: WSSB Business Office and Warehouse Departments

Project Impact

The WSSB improved Purchasing/Receiving/Delivery Process Flow, resulting in improved communication between departments on campus.

This project improved efficiencies and communications internally at the WSSB.

Project Summary

This project was intended to improve communication and work flow between departments on campus.

The Purchasing/Receiving/Delivery Process flow improved:
- Communication between departments on campus
- The efficiency on how deliveries got routed
- All paperwork that the business office receives to complete the purchasing process

Project Results

- Decreased the time to submit proper paperwork for payment to the vendor from 3-5 days to 1-2 days.
- Increased staff on campus receiving their orders from 3-5 days to 1-2 days.

Project Details

Date improvement project was initiated: 3/21/2019
Project Contact: Kandi Lukowski  Email: kandi.lukowski@wssb.wa.gov  Phone: 360-947-3344
Report reviewed and approved by: Scott McCallum, Superintendent

Reporting Period: January – December 2019