

## IN ONE WEEK...

### YOU RECEIVE...

**One completed Project ready to Implement.**

*Expect to generate enough benefits from this one project to cover the full cost of the effort.*

### YOU RECEIVE...

**Facilitator(s) trained to conduct further projects.**

*Your facilitator(s) work with us and learn the skills of charting, analysis and working with project teams as we work together to complete your improvement project.*

### YOU RECEIVE...

**The start of a Process Chart Library that will grow with each completed project; and a trained librarian ready to manage periodic process reviews -- the heart of your Continuous Process Simplification Program.**

*This is key to continuous improvement. As each project ends, an approved chart is placed in the library. When it is time for review, it becomes the "AS-IS" chart for study which may result in re-approval in its current form, approval with minor changes or a new full blown project.*

*Military*



## YOU RECEIVE THESE TOOLS...

### Project Definition Form

Describe the Process Goals  
Define Project Scope & Objectives  
Establish Project Team  
Collect Approvals

### Process Mapping Software

Prepare an "AS-IS" Charts  
Prepare a "TO-BE" Charts  
Written Procedures (Playscript)  
Process Reports

### Analysis

Questioning Method

### Process Chart Library Tools

Company-Wide Access to Process Maps  
Schedule Process Reviews  
Manage Continuous Process Simplification

*University*



## ...AND MORE TOOLS

### Checklists

**(9 worksheets)**

Project Definition  
Data Collection  
Tools and Techniques  
Analysis  
Proposal Preparation  
Benefits & Cost  
Proposal Presentation  
Implementation  
Follow-up

### Costs & Benefits

**(8 worksheets)**

Labor  
Equipment Purchase  
Equipment Rental  
Material  
Processing Speed  
Error Reduction  
Handling  
General Cost List

### Implementation Tools

Implementation Check List  
Implementation Activity List  
Implementation Network Chart

*Manufacturing*



## YOUR COMMITMENTS

### Your Management Time

~2 hours Monday morning.

~2½ hours Friday morning.

Managers of the areas to be covered by the continuous improvement effort and the program champion.

### Your Project Team Time

~2 hours Monday morning.

~3½ hours Wednesday morning.

~3½ hours Thursday morning.

~3½ hours Friday morning.

Project Team includes the best experienced people who do the work in the areas covered by the process being improved.

### Your Facilitators Time

~7 hours each day

Monday through Friday

Facilitators includes one or two of your people whom you have chosen to learn the skills of continuous process improvement.

*Health Care*



## OUR PRINCIPAL GOAL

We will leave you with the skills and resources needed to conduct continuous improvement.

*We will have explained how it is done, demonstrated with a project of your choosing, and put into your hands the forms and software needed to keep it going.*

## CONTINUOUS IMPROVEMENT

is accomplished by organizing the common sense of a group. Process charts organize the facts of a process and teams of experienced employees provide the common sense.

*Your people will gain the first hand experience with this activity which will permit them to repeat it continuously.*

Maintaining process charts in a Process Chart Library provides the opportunity to build on previous improvements rather than starting over with each new project.

## CONTACT US

The Ben Graham Corporation

937-667-3380

[ben.graham@worksimp.com](mailto:ben.graham@worksimp.com)

or visit our website at [www.worksimp.com](http://www.worksimp.com)

*Warehousing*



**In one week**  
**Establish a Continuous**  
**Improvement Program**  
or

**Give your existing**  
**Program a Boost**  
while you  
**Complete a successful**  
**Improvement Project**

*Any Office*

