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Lean Team

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Lean Implementation Project

Stationery and Printing costs for Glasgow office.

Objective:

To reduce overall stationery and printing costs by 10%

Methodologies

- Value stream mapping
- Why-why analysis
- Ishikawa diagrams
- Pareto analysis

The why-why analysis identified high costs due to inconsistent sub-processes within the overall area of concentration. The team applied a why-why questioning methodology at various points on the value stream map. Supplier activity was charted and Pareto charts were used to identify areas for prioritisation when applying improvements. An Ishikawa diagram highlighted process improvement opportunities under the headlines of communications, costs, controls, methods and people.

Potential savings – printing

Following a high element of data gathering throughout this project and by applying a Lean philosophy, the initial printing costs will be reduced. This will save the company a projected £56k per annum. By enforcing duplex printing, paper usage will be reduced from 6.8 million sheets to 3.5 million sheets.

Potential savings – office sundries

Total office sundries costs could be reduced by £10,000 by applying a Lean philosophy.

Forward action plans

- Implement projected savings of £66.2k which is 19% of the current total and an achievement of 89% above the targeted project measure
- Implement Lunch and Learn sessions for staff awareness
- Re-engineer monitoring controls
- Enhance working relationships with finance and suppliers

The team's experience

"As a group we found the course very beneficial and the practical skills we learned are now being put into practice. We found the different methodologies particularly useful and are now applying these within the workplace. We found the hands on exercise that we did on the third session really good and this helped us to see how much waste there can be within one process. We enjoyed meeting the other teams and seeing their lean presentations and the issues they need to face in their companies. We also felt that the course helped our communication and team work within our own group."