

Success Stories

Standardizing AND Improving Processes Create Significant Benefits

GOAL: To improve and standardize Grant Management processes.

EXPECTED RESULTS: With training, implementation, and on-going process ownership-

Process	Current Elapsed Time	New Process Jobs Aids	New Elapsed Time	% Improvement
Procurement From: Need to purchase item To: Purchase Order	22-54 days # Rejected requisitions	<ul style="list-style-type: none"> ▪ Process Map ▪ 6 Standard operating procedures (SOP) ▪ Training plan ▪ 9 templates / checklists 	13-15 days	41%-72% TBD
Payment Processing From: Invoice received To: Invoice sent to Finance	7-36 Days # Rejected invoices	<ul style="list-style-type: none"> ▪ Process Map ▪ SOP ▪ Training plan ▪ 1 checklist 	1-3 days # Rejected invoices	85-92% TBD
Drawdown From: Check cut To: Funds drawn	5-6 Days	<ul style="list-style-type: none"> ▪ Process Map ▪ SOP ▪ 1 template 	3 ¼ days	35-45%
Financial Reconciliation <ul style="list-style-type: none"> ▪ Project Kick-off meeting ▪ Quarterly reconciliation 	Does not occur	<ul style="list-style-type: none"> ▪ Process Maps ▪ 2 SOPs ▪ Training plan ▪ 11 templates / checklists 	Performed for all grants	Reconciliation occurs routinely
Recruitment From: Need to hire To: Day 1, on-boarding	Classified: 61-75 days Unclassified: 71-85 days	<ul style="list-style-type: none"> ▪ Process Maps ▪ 5 SOPs ▪ Training plan ▪ 23 templates / checklists 	38 days	Classified: 38-49% Unclassified: 46-55%

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The Approach: Accelerate the improvement cycle and speed to benefits with Kaizen (A team-based approach to problem solving that flows through all phases of the

improvement cycle effectively and rapidly.) Greater than 50 participating team members!

