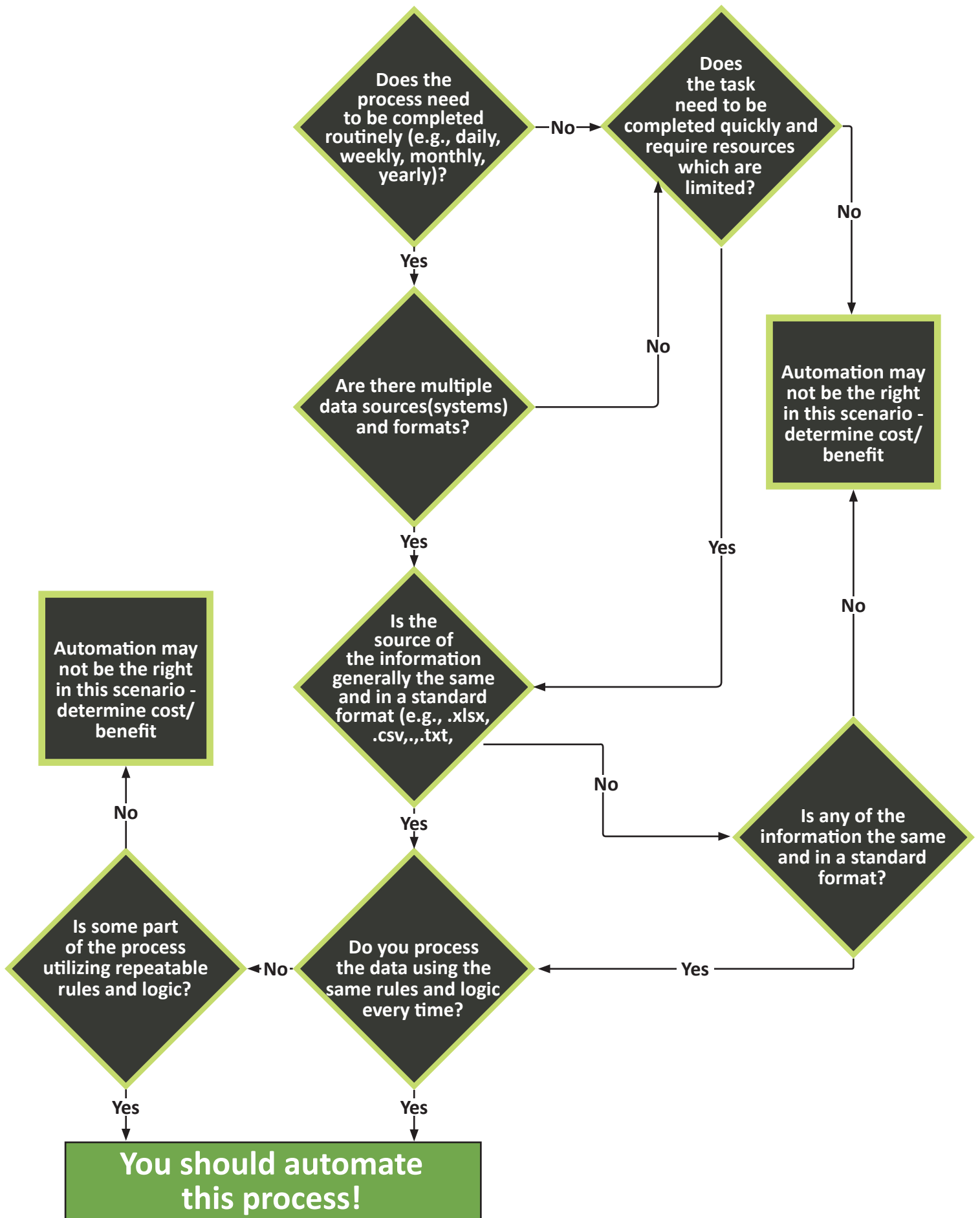


Should I automate this process?



Business Function	Process	Process Description	Timing	Data Sources	Output	Current Processing
Example - Accounting	Check	Collect reimbursement requests in a standard excel template, condense the template into a list, send template to A/P. A/P takes template and manually inputs transactions into accounting system, prints checks	Monthly	QuickBooks, Excel	QuickBooks report, Excel, Printed check	4 hours per month
Example - HR	Paid time off analysis	Pull report from employee time system. Manually sort, filter, summarize data by employee. Create formula to determine time off to date and consecutive time	Monthly	Employee time system, Excel	Excel	3 hours per month
Example - Operations	Predictive maintenance	Pull all repairs logs, repair invoices, and machinery and equipment detail to analyze which machines need preventative maintenance	Quarterly	Excel, fixed asset system, A/P detail	Excel report	12 hours per quarter
Example - Operations	Inventory management	Determine current inventory levels, predicted need, and required orders or overage	Monthly	Sales reports, inventory reports, customer trend analysis	Excel report	8 hours per month

Business Function	Process	Process Description	Timing	Data Sources	Output	Current Processing

22 Manufacturing Metrics That Matter

