

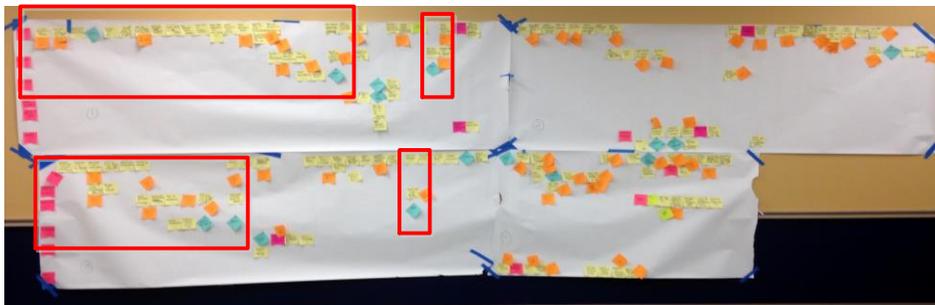
LeanOhio Lean Routine Fact Sheet

Department	Changes to Process	Metrics	As a Result
Ohio Department of Administrative Services General Services Division Office of Procurement Services Determination & Recommendation (D&R) Process	<ul style="list-style-type: none"> Process steps reduced from 36 to 22 Eliminated need for 20+ analysts to create unique versions of the contract maintenance log spreadsheet each time they need to work with the data 	<ul style="list-style-type: none"> 56% improvement in amount of days prior to contract expiration that contracting recommendations are presented to management 	The Office of Procurement Services will be able to ensure there is adequate time to prepare new contracts, so customer agencies always have contracts in place to fulfill their procurement needs.

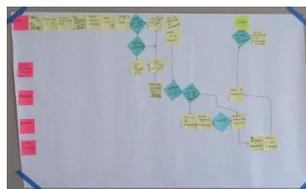
Major Improvement	HOW it was accomplished
Fast-Tracking Approvals for Appropriate D&R's	Identified waste in current state associated with waiting for D&R's to get certain approval decisions re-evaluated
Contract Maintenance Log Spreadsheet	Assessed the needs of contract analysts and worked with subject matter experts to re-structure the spreadsheet so it can be sorted/filtered by analysts and so it provides cues about D&R's needed
Redesign of D&R Form	Used analyst and manager feedback to eliminate fields not needed, improve readability/make form more intuitive, and reduce the likelihood of errors being made
Process for Communicating Changes to D&R Decisions	Mapped current state process to identify pain points, and then mapped a future state to address known problems

Current Process Map

Note: Team focused on improving areas outlined in red



Future Process Map



Team members: Alan Childress (Team Lead), Kristen Johnson, Samuel Lange, Patrick Means, Pam Osborne, Phil Murray and Lisa Barna

For more information please visit <http://lean.ohio.gov/> or contact Andrew.Cochran@das.ohio.gov