

2022 CIP

CONTINUOUS IMPROVEMENT PROJECT

OBJECTIVE: To reduce paper usage in the facility by decreasing the Report Card pages.

TARGET: To reduce copy paper usage during the year of 2022 by 50%

INDICATORS:
Reduction in the amount of copy paper used annually in our office area for the Report Card files will be measured by the annual number of jobs created in Monarch. We will review eight page counts versus four page counts.

ACTION PLAN: Beginning in January 2022, we will decrease the Report Card pages. In the past, we would print an eight page report card that contained process checks and pertinent job information. We will be condensing this to a four page document.

PLAN MODIFICATIONS:
Modifications to the action plan will be made by the SMS team as necessary.

PROJECT LEADER: Kevin Serafin, Managing Director of Customer Service will have the overall responsibility for the project.

RESULTS: Results and any changes to indicators will be reported upon project completion based on the number of jobs per year entered in Monarch. This information will be communicated to stakeholders via the company website as well as social media outlets.

Results of 2022 Continuous Improvement Project

INDICATOR RESULTS: We created a total of 10,567 jobs during 2021 using the eight page report card files which used two 11 x 17 sheets for a total of 21,134 sheets of paper. In 2022 we created a total of 10,930 jobs using the new four page report card which only required one 11 x 17 sheet for a total of 10,930 sheets of paper.

FINAL RESULTS: 10,930 sheets of copier paper were saved during the year. This was a reduction of 50% over the previous eight page report card.