## DET Lean Projects Status Summary (updated 8/25/2017)

<table>
<thead>
<tr>
<th>Charter (or equivalent)</th>
<th>Project Name</th>
<th>Bureau</th>
<th>Executive Sponsor</th>
<th>Team Lead</th>
<th>Status</th>
<th>Completion Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Paper to Electronic Inserting Quality Control and Job Staging Project</strong></td>
<td>BPAD</td>
<td>Joe Patterson and BPAD Management Team</td>
<td>Bruce Goodman</td>
<td>In planning stages</td>
<td>TBD</td>
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<tr>
<td></td>
<td><strong>Web CRD Project</strong></td>
<td>BPAD</td>
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<td>In planning stages</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### Completed DET Lean Projects (beginning with the most recently completed):

- **Inventory and Warehouse Reorganization Project (BPAD)** -- Recommendations delivered to Bureau Director Joe Patterson and BPAD management team in June 2017. Implementation ongoing.
- **Document Sales and Distribution Reorganization Project (BPAD)** -- Recommendations delivered to Bureau Director Joe Patterson and BPAD management team in early 2017. Implementation ongoing.
- **Streamlining the Provision of IT Resources for New DOA Employees** -- Recommendations delivered to State CIO David Cagigal in September 2016. Implementation in progress.
- **Service Delivery Phase 1 -- Intakes** -- Recommendations delivered to Bureau of Infrastructure Support (BIS) Director Trina Zanow in September 2016. Implementation in progress.
- **Assisting DEO with Assessment of State’s Interdepartmental Mail Routes** -- Analysis delivered to Division of Enterprise Operations (DEO) Administrator Jim Langdon in August 2016. Options are being evaluated by DEO.
- **Streamlining Approvals and Billing for Operational Service Requests** -- Recommendations delivered to David Cagigal, Herb Thompson, and Trina Zanow in January 2016. Implementation of recommendations partially completed and continuing; Lean team is confirming effectiveness of implementation steps with agency contacts as it proceeds.
- **Bindery Area 5S Project at BPAD** -- Bindery area at Publishing and Distribution reorganized, with standardize/sustain documentation finalized in January 2016.
- **Telco Billing** -- Recommendations delivered in October 2015 to State CIO David Cagigal. Most recommendations already implemented; some additional recommendations can be implemented after further integration with STAR functionality is achieved and the VoIP system is expanded to agency customers.
Document Sales Analysis -- Recommendations delivered in August 2015 to DOA Deputy Secretary Cate Zeuske, Assistant Deputy Secretary John Hogan, State CIO David Cagigal, Division of Enterprise Operations (DEO) Administrator Helen McCain, BPAD Director Tim Smith, and additional managers within DEO and DET. Current DEO Administrator Jim Langdon and his staff worked with BPAD staff to implement a full absorption of Doc Sales into DET’s Bureau of Publishing and Distribution, which was finalized in June 2016.

Elimination of Unnecessary Inventory at BPAD -- Recommendations delivered to Section Chiefs Tony Kannenberg and Bruce Goodman in August 2015. Implementation of recommendations complete.


Three 5S Projects at BPAD -- Physical work spaces reorganized and standardize/sustain documentation finalized in spring 2015. The three BPAD areas selected for initial 5S projects were: 1) Conditioning Area (Team Lead Phil Zimmerman); 2) Shipping Area (Team Lead Doug Bohn); and 3) Print Area Shelving (Team Lead Doug Olsen).

Production Job Naming Standards at BPAD -- Recommendations delivered to Bureau Director Tim Smith and Section Chief Bruce Goodman in February 2015 and implemented immediately at the Bureau of Publishing and Distribution (BPAD).

DET Procurement Process -- Recommendations delivered to State CIO and DOA Deputy Secretary in February 2014.

High-Profile IT Project Status Reporting -- Recommendations delivered to State CIO and DOA Deputy Secretary in November 2013 and implemented in first half of 2014.