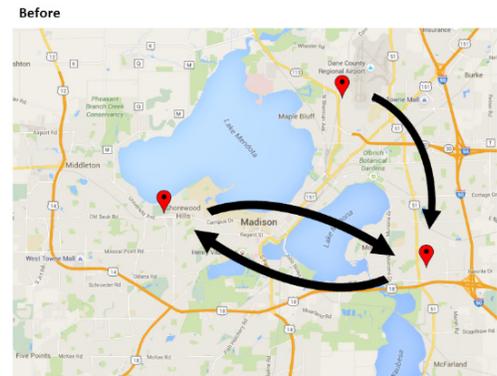




## Analyzing the relationship between the Doc Sales program and the Bureau of Publishing and Distribution

### Problem Statement and Project Importance

The overarching goal of this project was to determine if the Document Sales program and the Bureau of Publishing and Distribution could be combined together in some way. At the start of this project, print-on-demand products produced by the Bureau of Publishing and Distribution within DET and distributed by the Document Sales program within DEO experienced long delivery times because the products had to be transported between the two facilities. Additionally, since these organizations had similar and sometimes overlapping responsibilities, there were a number of duplicated work areas, redundant employee positions, and other inefficiencies that existed in this system.

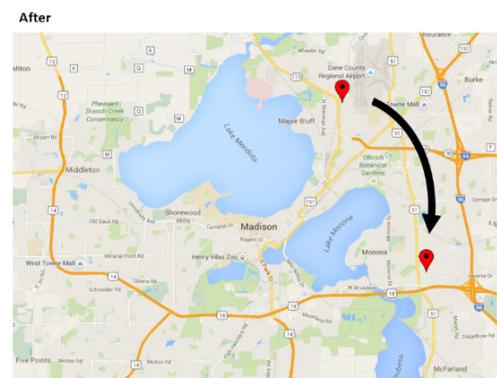


### Outcome

Based on the findings of this project, the Document Sales program was fully absorbed by the Bureau of Publishing and Distribution on July 1st, 2016.

### Results

- » Reduced delivery times for the Bureau of Publishing and Distribution's print-on-demand products from 3-4 days to 1-2 days by having both programs located in the same facility.
- » Saved approximately 125 hours of employee time each year by removing one stop from several interdepartmental mail routes.
- » Eliminated the need for the Document Sales supervisor to be split between two locations.
- » Increased visibility for the Bureau of Publishing and Distribution's product offerings by creating a single point of contact for inventory management services and print-on-demand products.



If you have any questions about this Lean project, please contact [Samuel.Schmitt@wisconsin.gov](mailto:Samuel.Schmitt@wisconsin.gov).