

Strategic Lean Project Report



For Reporting Period: July 1, 2015 through December 31, 2015

I. General Information:

Lead agency name: Department of Corrections - Correctional Industries

Partner agencies: Department of Corrections - Custody

Improvement project title: Mop Head Usage Reduction

Date improvement project was initiated: 8/1/2015

Project type: New Project

Project is directly connected to:

- Results Washington performance measure
- Agency Strategic Plan
- Other

If applicable, specify the alignment:

Click here to type in the goal number (s) and performance measure(s).

Goal is to reduce mop head usage by 36%.
Performance measure is a daily usage tracker
Correctional Industries (CI) Strategic Plan: Improve Core Business Processes

Report reviewed and approved by: Jody Becker-Green, Deputy Secretary for the Department of Corrections

II. Project Summary:

Correctional Industries reduced mop head usage at the Coyote Ridge Corrections Center (CRCC) living units, resulting in \$14,400 anticipated annual cost savings. CRCC is located in Connell, Washington.

III. Project Details:

Identify the problem: The CRCC living units were using excessive amounts of mop heads resulting in added cost to laundry.

Problem statement: Currently, we are laundering approximately 6,177 mop heads per month compared to our target of 3,976 units, which we want to reach by 12/31/2015.

Improvement description: Improvement efforts included performing a Pareto analysis of mop head usage by living units with a disparity of 75% between the highest and lowest users. The Continuous Improvement office met with the site Correctional Program Managers and Correctional Unit Supervisors to evaluate usage by unit, determine best practices, establish usage goals and develop a daily usage tracker. The CRCC living units have experienced a 40% reduction in total mop head usage along with more consistent usage across the living units.

Customer involvement: The CI Continuous Improvement office reached out to both CI staff and Custody staff in an effort to involve both business units in the development of cost reduction solutions that will benefit the site, the laundry and the tax payer.

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IV. Project Details:

Improved process as measured by: <i>(Click those that apply)</i>	Specific results achieved: <i>(Complete the narrative boxes below)</i>	Total Impact: <i>(Actuals; Current Reporting Period)</i>	Results status:
<input type="checkbox"/> Safety	(Select from drop down) (click here to enter text) from (click here to type in baseline data) to (click here to type in data improvement).	Click here to enter text.	Select from dropdown.
<input checked="" type="checkbox"/> Cost	Decreased mop head usage from 6,177 units/month to 3,692 units/month.	\$4,736 savings through 12/31/15	Final
<input type="checkbox"/> Quality	(Select from drop down) (click here to enter text) from (click here to type in baseline data) to (click here to type in data improvement).	Click here to enter text.	Select from dropdown.
<input type="checkbox"/> Time	(Select from drop down) (click here to enter text) from (click here to type in baseline data) to (click here to type in data improvement).	Click here to enter text.	Preliminary
<input type="checkbox"/> Customer Satisfaction	(Select from drop down) (click here to enter text) from (click here to type in baseline data) to (click here to type in data improvement).	<input type="checkbox"/> N/A (or) Click here to enter text.	Select from dropdown.
<input type="checkbox"/> Employee Engagement	(Select from drop down) (click here to enter text) from (click here to type in baseline data) to (click here to type in data improvement).	<input type="checkbox"/> N/A (or) Click here to enter text.	Select from dropdown.

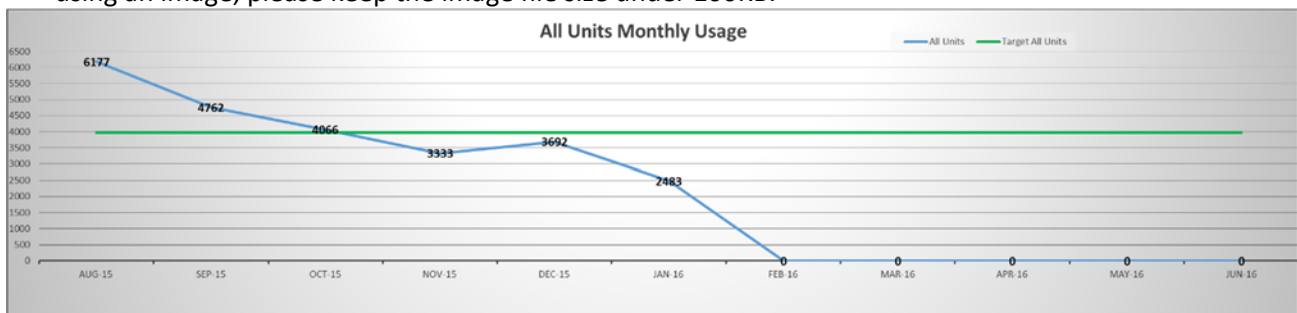
V. Contact information:

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VI. Optional Visuals: Delete section if not using. Provide before and after photos or simple charts. If using an image, please keep the image file size under 100KB.



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	Actual Monthly Usage	Monthly Savings	Cummulative Savings
Aug-15	6177	-\$1.07	(\$1.07)
Sep-15	4762	\$756.61	\$755.54
Oct-15	4066	\$1,129.29	\$1,884.83
Nov-15	3333	\$1,521.79	\$3,406.63
Dec-15	3692	\$1,329.56	\$4,736.18
Jan-16	0		
Feb-16	0		
Mar-16	0		
Apr-16	0		
May-16	0		
Jun-16	0		