



Detailed Lean Improvement Project Report

For the June 1, 2014, through December 31, 2014, reporting period

Agency name:

Department of Commerce

Improvement project title:

SP 5 – Policy Approval Process

Date improvement project initiated:

12/03/2014

Summary:

The Commerce Policy Committee, who represent all divisions in Commerce, are going through an AIW process to improve the way policy are brought to the Committee and approved to go to Executive Management for final approval.

Details:

Description of the problem: Over the past year, a policy proposal takes an average of 296 days to work its way through the Committee process and receive final approval.

Description of the improvement: This process improvement began in November, so the team has not completed this phase.

Specific results achieved: Future reports will demonstrate the number of days reduced from the average to approve a policy proposal and identify the number of steps reduced from the process.

How we involved customers or stakeholders in this effort:

As this is an internal process to develop and approve basic operating policies, the customers are all internal to Commerce. All divisions have members on the team in this process, including staff that needs to use this process.

Contact person:

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