### Lean Six Sigma Project

**CBE Office Cleanup**

<table>
<thead>
<tr>
<th>CBE Office – Panhandle AHEC</th>
<th>Benefit to Fixing</th>
<th>Ease of Implementing Solution</th>
<th>Data Collection Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning up clutter in office</td>
<td>10</td>
<td>5</td>
<td>Lean</td>
</tr>
<tr>
<td>Put past events in order</td>
<td>10</td>
<td>8</td>
<td>Lean</td>
</tr>
<tr>
<td>Electronic scanning of paperwork from past years</td>
<td>10</td>
<td>6</td>
<td>Lean</td>
</tr>
</tbody>
</table>

### Time Value Analysis

<table>
<thead>
<tr>
<th>Process Steps</th>
<th>Time (Sec.)</th>
<th>VA</th>
<th>NVA</th>
<th>Time (Mins.)</th>
<th>VA</th>
<th>NVA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning up clutter</td>
<td>144,000</td>
<td>144,000</td>
<td>0</td>
<td>2400</td>
<td>2400</td>
<td>0</td>
</tr>
<tr>
<td>Putting past events in order</td>
<td>576,000</td>
<td>144,000</td>
<td>432,000</td>
<td>9600</td>
<td>2400</td>
<td>7200</td>
</tr>
<tr>
<td>Scanning paperwork</td>
<td>432,000</td>
<td>216,000</td>
<td>216,000</td>
<td>7200</td>
<td>3600</td>
<td>3600</td>
</tr>
<tr>
<td>Totals</td>
<td>1,152,000</td>
<td>504,000</td>
<td>648,000</td>
<td>19,200.0</td>
<td>8400.0</td>
<td>10,800.0</td>
</tr>
</tbody>
</table>
HOW THE PROCESS SHOULD WORK...

Event Request
Email or Phone

CBE Coordinator

Marketing for Event
Brochures
Mass Mailings
Registrations

Event

Money, Sign in Sheets and Registrations received

Give Money to Director of Panhandle AHEC to process

Back to Office and Input required Information into IAHEC

Label and File Event and paperwork into File Cabinet

Director
Panhandle AHEC
HOW THE PROCESS ACTUALLY WORKS...

Event Request
- Email or Phone

CBE Coordinator

- Marketing for Event
- Brochures
- Mass Mailings
- Registrations

Director
- Panhandle AHEC

- Process
  - Money/Credit Cards received

Director has to find/figure out and input Information into IAHEC

Event
- Money and Registrations received

Registrations/Sign in Sheets/Information in Bin/Desk/Floor of CBE Coordinator