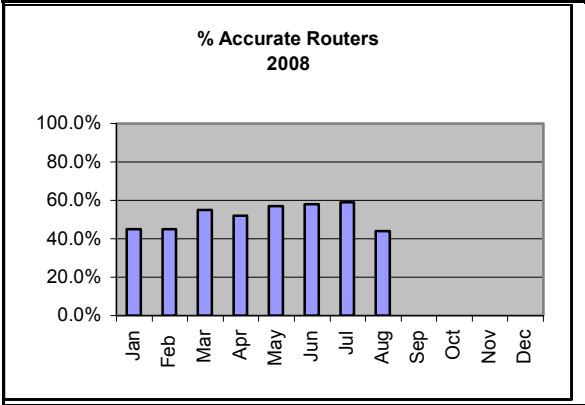


**Focus: Standard Quoting Process**

**Performance, gaps, and targets**



**Reflection on last year's activities/results**

- \* more standard part numbers
- \* upgrading information in MRP
- \* added personnel
- \* developing spreadsheets for updating info
- \* product codes updated
- \* changed sell prices from negative discount

**Rationale for this years activities**

- \* reduce time
- \* reduce errors/inconsistency
- \* standardize
- \* increase sales

Henry, Wendel, Doug, Dave, Janice

**Signatures:**

From receipt of RFQ to order released to shop

This year's action plan (milestone chart)													Date			
Task	Responsible	Target date	J	F	M	A	M	J	J	A	S	O	N	D	Review	Review
1. Determine Measurables	Henry	Sep 17, 08														
1a. Collect data and start chart	Janice	Sep 30, 08														
2. Value Stream Map process	All															
2a. Resolve fixed vs. floating cost	Henry															
2b. Standardize spec charts	Wendel															
2c. Standardize drawings	Doug	Oct 30, 08														
2d. Ensure marked up drawing masters are updated	Dave	Oct 30, 08														
2e. Sales to spend time in shop	Dave															

- Targets**
- Actual Start
  - Proposed Start
  - ▲ Actual Completion
  - ◇ Review
  - △ Proposed completion
- Reviews**
- On target
  - △ Behind
  - X Trouble

**Follow up / Unresolved**

- 1a. Sean will be collecting data during his review, and Janice will assist with ease of data collection and formatting
- 2a. See MRP Database A3 for details
- 2b. See Project Work Order Process A3 for details
- 2d. Janice will review procedure and ensure conform

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