

Group #8

Participants:

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IDEA

- **Revamp the Yellow Card Input System and materials to result in an improved work data collection system. It is necessary to address because the Yellow Card information is relied upon by Management and is used in a variety of ways.**

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CURRENT STATE

- **Inaccurate information entered into the system (lying cards) to satisfy the requirement of 8 hours of work per day**
- **Information is necessary for facilities management**
- **Multiple levels of checking; redundancies, particularly for Supervision**
- **Administrative process is unnecessarily burdensome**
- **There is value but at too great an expense of our resources**
- **The value of this process differs among the various work areas; Trades, Custodial, Trucking, etc.**

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FUTURE STATE

- **Accurate information derived from a smooth running process for all of those who input information and for those who use the data contained in the system. More efficient in administration**
- **Less redundancy**
- **Less steps from source to input**
- **Increase use of time types rather than work order numbers**
- **Reasonable amount of time burden for the value received**
- **Working smarter not always harder**
- **The various work areas (Trades, Custodial, Trucking, etc) view YC differently. Some areas use the data while others use it only sparingly.**

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SOLUTION (both short term and long term)

- Pursue a digital direction - consider the BTC Pilot program results (Mark Dixon). The goal is to re-focus based on what we learned.
- Pursue a second Pilot program with Trucking and a third with other areas during the next six month period. Additional resources for technology will be required.
- Analyze the results of the three Pilot programs and make recommendations on the digital direction thereafter

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TIME LINE

- **June - August; Analyze initial Pilot and plan to expand it to other department(s)**
- **Initiate the second and third pilots**
- **Develop and initiate communications to the Facilities Team with the goal of both educating them and achieving their Buy-In**
- **Perform a costs / benefits analysis on the partially digital strategy and share it with the management team**
- **Dec 2017; Progress Report on Solutions, Measures of Success and next steps for 2018**
- **January - May; Implement the approved recommendations**
- **May 2018; Report Out to Management Group on one year summary**