

## LeanOhio Kaizen Event Fact Sheet

### Ohio Supreme Court

**Issue:** Making the procurement and contract process simpler, faster, and standardized for all divisions of the Ohio Supreme Court.

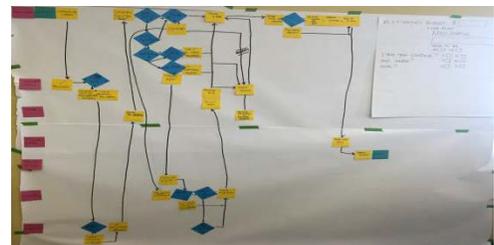
Department	Changes to Process	Metrics	As a Result
<b>Ohio Supreme Court</b> Procurement and Contracts Process March 30 - April 3, 2015	<ul style="list-style-type: none"> <li>• Reduced steps from 131 to 28 steps (79% reduction)</li> <li>• Reduced decision points from 19 to 12 (37% reduction)</li> <li>• Reduced process handoffs from 37 to 15 (59% reduction)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day to approve goods purchases under \$5,000</li> <li>• 4 days to approve service purchases under \$5,000</li> <li>• \$4,250 projected material savings per year</li> </ul>	91% of all purchase requests will get processed in 1 day on average with simplified workflow.

Major Improvement	How It Was Accomplished
Decreased number of staff touching the process	Defined roles have been created in the new process for all involved staff, which will allow each person in the process to know what their expectations and involvement will be.
Increased utilization of technology	The process will no longer rely on paper requisitions. The new electronic system will eliminate paper and include electronic signatures. This will save valuable time for staff while they maintain the functions of the Court.
One standard process	One standard process will be used for purchases and contracts for all divisions. This will reduce variation and allow for a faster and simpler process.

#### Current Process Map



#### Future Process Map



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