

# IMPLEMENTATION PLAN

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| **Name of Project: Intra-departmental requisition for materials****Facilitator: Margo Brewer****Date: 2014 08 13** |
| **WHAT****(Actions to be taken)** | **WHO****(Responsible Person)** | **WHEN****(Dates & Times)** | **RESOURCES REQUIRED****(Equipment or Materials)** | **OUTCOME****(What will be the result?)** |
| For Residential customer charge jobs – Foremen will only fill out Form 102 and pass that to Stock keeper to remove items from stock | Supervisor – Water & Sewer Division | Beginning September 2nd. 2014 | none | Reduces duplication, over-processing and increases employee capacity.  |
| Stock keeper, when done with form 102, will pass it on to billing agent to create invoice | Supervisor – Water & Sewer Division | Beginning September 2nd, 2014 | none | Reduces duplication, over-processing and increases employee capacity. |
| Items used by other divisions will be billed with current process (nothing changes) | Supervisor – Water & Sewer Division | Already happens | none | Correct work being done when needed |
| Items used in house by W&S staff, Foremen will fill out Form 101 and pass that to Stock keeper to remove from stock, then Stock keeper will recycle | Supervisor – Water & Sewer Division | Beginning September 2nd,2014 | none | Reduces over processing and increases employee capacity. |