

SUPPLY CHAIN IMPROVEMENT CHECKLIST

Courtesy of High Performance Concepts, Inc., Atlanta, GA. For information on our complete Supply Chain methodologies and workshops, please call us at 770-859-0161 or visit our website at www.hpcinc.com.

Project _____

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Company/Unit _____

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With _____

PRIMARY GOALS / OBJECTIVES				TARGET PROCESSES OR AREAS										
EXPLORATION/IMPACT RATINGS		REJECTION REASONS		EXPLORE (Vowel Rating)	REJECT (Reason #)	Responsible	Capital Reduction	Responsiveness / Service	Cost, Simplicity, Productivity	Quality	Product & Customer Variety	Sales / Market Growth	IMPACT CODE	
A - Absolutely necessary E - Especially important I - Important potential O - Ordinary potential U - Unimportant X - Reject (show reason)		1 - Done/Underway 2 - Not relevant 3 - Outside scope/Sponsor 4 - Too costly 5 - Too slow 6 - Tried & failed											+ Positive - Negative ~ Neutral ? Unclear	
IDEAS - METHODS - APPROACHES				ACTION ?		POTENTIAL IMPACT				COMMENTS				
FOCUS	1. Define supply chain goals and mission													
	2. Examine assumed internal supply chain competencies													
	3. Define markets served and customers													
	4. Spin off / divest a division or unit													
	5. Drop or add lines of business or products													
ORGANIZE	6. Outsource entire supply process for certain product groups													
	7. Re-allocate products across facilities or business units													
	8. Dedicate production and/or distribution resources to specific customers/channels													
	9. Dedicate production and/or distribution resources to specific product groups													
	10. Dedicate production and/or distribution resources to specific regions													
	11. Eliminate locations and/or processes													
	12. Change organizational structure													

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IDEAS - METHODS - APPROACHES				ACTION ?		POTENTIAL IMPACT						COMMENTS			
MOTIVATE	13. Reassign roles for departments, managers, and/or personnel														
	14. Enhance skill base														
	15. Define performance measures & rewards														
FORECAST & MANAGE DEMAND	16. Begin / stop / improve forecasting														
	17. Outsource / insource order processing														
	18. Centralize / decentralize order processing														
	19. Organize order processing around customers or product groups														
	20. Increase use of electronic commerce with customers (EDI, EFT, Internet, etc.)														
	21. Increase schedule sharing with customers														
	22. Improve systems or integrate w/ customers														

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IDEAS - METHODS - APPROACHES				ACTION ?		POTENTIAL IMPACT						COMMENTS		
PLAN & SCHEDULE	23. Centralize planning & scheduling													
	24. Schedule by facility, product group or customer													
	25. Schedule sharing among facilities and with suppliers													
	26. Change scheduling priorities and decision rules													
	27. Improve planning and scheduling systems													
PROCURE	28. Outsource / insource purchase order processing													
	29. Implement pool purchasing with customers & suppliers													
	30. Centralize purchasing for common items													
	31. Decentralize purchasing for unique items													
	32. Implement vendor managed procurement													
	33. Examine priorities of cost vs. quality vs. service for purchased materials													
	34. Reduce / enlarge / improve supplier base													
	35. Develop new suppliers (help them add needed capabilities)													
	36. Improve systems / integrate with suppliers													
	37. Increase schedule sharing with suppliers													
	38. Use electronic routing and approvals													
	39. Increase use of electronic commerce with suppliers (EDI, EFT, Internet, etc.)													

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IDEAS - METHODS - APPROACHES				ACTION ?		POTENTIAL IMPACT						COMMENTS				
MANAGE INVENTORY	40. Outsource warehousing															
	41. Centralize / decentralize warehousing															
	42. Implement customer managed inventory															
	43. Implement supplier managed inventory															
	44. Implement supplier ownership of inventory until point of consumption															
	45. Just-In-Time with suppliers and among internal operations															
	46. Expand / reduce / relocate warehouse space															
	47. Redesign warehouse space															
	48. Modernize storage and material handling equipment															
	49. Implement bar coding & automatic data collection															
50. Improve inventory & warehouse management systems / integrate across facilities																
INBOUND LOGISTICS	51. Outsource inbound transport and management to suppliers or 3rd party															
	52. Integrate with outbound logistics to reduce "dead heading"															
	53. Centralize / decentralize inbound logistics															
	54. Redesign inbound delivery trucks, containers & equipment															
	55. Redesign the receiving facility															
	56. Improve inbound tracking and planning systems															
	57. Change transportation modes (ground, air, etc.)															

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PRODUCE	58. Consolidate / decentralize manufacturing facilities								
	59. Organize manufacturing around products, customers or geography								
	60. Bring component manufacturing and/or assembly in house								
	61. Push component manufacturing and/or assembly onto suppliers (outsource)								
	62. Postpone final configuration of product								
	63. Move final assembly / packaging to distribution centers or customer site								
	64. Transfer assembly / packaging tasks to customer or distributor personnel								
	65. Implement JIT & smaller production lots								
	66. Initiate or expand a set-up / changeover reduction program								
	67. Improve visibility of production status								

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DISTRIBUTE	68. Outsource shipping																				
	69. Redesign distribution network (consolidate/decentralize/relocate facilities)																				
	70. Move closer to customers and/or suppliers																				
	71. Perform all inbound logistics for key customers																				
	72. Combine distribution with inbound logistics to reduce "dead heading"																				
	73. Implement cross docking																				
	74. Use direct shipments / drop shipments																				
	75. Redesign outbound shipping vehicles, containers & equipment																				
76. Improve outbound tracking and planning systems																					
DELIVER	77. Outsource delivery																				
	78. Restructure delivery routes and assignments																				
	79. Combine / decouple delivery and merchandising																				
	80. Combine / decouple delivery with invoicing and collections																				
	81. Combine / decouple delivery with sales and order processing																				
	82. Assume responsibility for stocking customer displays or production lines																				
	83. Increase role in managing customer inventories																				
	84. Increase / decrease use of consignment																				
	85. Change delivery time windows for customers																				
	86. Change delivery frequencies																				
	87. Increase mobile computing / data entry																				
	88. Locate facilities near customers																				

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COMMERCIALIZE	89. Slow down / speed up rate of product introduction																				
	90. Increase / decrease manufacturing trial period																				
	91. Increase / decrease amount of test marketing																				
	92. Create pilot facilities																				
PRODUCTS & PACKAGES	93. Reduce levels in bill of materials																				
	94. Increase commonality of components																				
	95. Integrate/eliminate components																				
	96. Increase modularity and/or configurability																				
	97. Reduce number of options																				
	98. Change materials or formulations																				
	99. Redesign / reconfigure packaging																				
	100. Improve disposability / recyclability																				
	101. Improve serviceability																				