

*PrintCo Delta Team*  
Memorandum

To:	Bill Army	ABC	Fax: xxx-xxx-xxxx	Patrick Perry	ABC	Fax: xxx-xxx-xxxx
	Dale Bunker	ABC	Fax: xxx-xxx-xxxx	Steve Quandel	ABC	Fax: xxx-xxx-xxxx
	Jeff Carry	ABC	Fax: xxx-xxx-xxxx	Jim Raymond	ABC	Fax: xxx-xxx-xxxx
	Harold Hall	ABC	Fax: xxx-xxx-xxxx	Larry Robins	ABC	Fax: xxx-xxx-xxxx
	Tom Jones	ABC	Fax: xxx-xxx-xxxx	Pete Shoolen	ABC	Fax: xxx-xxx-xxxx
	Bruce Mailer	ABC	Fax: xxx-xxx-xxxx	Ken Simmons	ABC	Fax: xxx-xxx-xxxx
	Mary Miles	ABC	Fax: xxx-xxx-xxxx	Paul Tucker	ABC	Fax: xxx-xxx-xxxx
	John Nelson	ABC	Fax: xxx-xxx-xxxx	Tim Walters	ABC	Fax: xxx-xxx-xxxx

cc:	Chris Banks	ABC	Fax: xxx-xxx-xxxx	Ray Russel	ABC	Fax: xxx-xxx-xxxx
	Tom Henry	ABC	Fax: xxx-xxx-xxxx	Bob Samuel	ABC	Fax: xxx-xxx-xxxx
	David Lanners	ABC	Fax: xxx-xxx-xxxx	Brian Shelton	ABC	Fax: xxx-xxx-xxxx
	Steve Newman	ABC	Fax: xxx-xxx-xxxx	John Stores	ABC	Fax: xxx-xxx-xxxx
	Frank Omar	ABC	Fax: xxx-xxx-xxxx	Bill Thompson	ABC	Fax: xxx-xxx-xxxx

From : Jane Doe

Date: July 14, 1998

Subject: Activity Report for Week Ending July 11, 1998

*Highlights of the past week:*

- On Time Delivery performance @ 100% for the first week of July.
- Cycle time through July 10 was 7.7 days.
- No REOP's for the first week of July.
- 56% of orders arriving after 3:00 P.M. are inflating total cycle time.
- Plate making had 100% FPY for the first week of July.
- Press had 100% FPY for the first week of July.
- Finishing had 100% FPY for the first week of July.
- Shipping had 100% FPY for the first week of July.
- Cycle time in Shipping was 0.6 days in spite of the 4-day shut down.
- Waste in Finishing set a new record at only 0.06%.
- See attached summary of Delta Team W3's.

**PrintCo Delta Team W3's** (What, Who, When?)

#	Improvement Barrier Description	IBRT Leader / Backup	Team	Est. Comp. Date	Impact from Start to Goal	% Complete Status Next Steps
1	Paper avail./ excess slitting/ run-ability of slit rolls	Dee / Jeff	Kyle Evan C Tim Marie	July 12	Prod 2.5% Waste 2.6% Quality 2.0% OTD 2.8%	98% Complete  One-day training for slitter operator.
2	Lack of static M/R	Mike / Terry	Dale S. Barry B. Leo B. Ken B.	Jul. 26	Prod 2.5% Waste 2.8% Quality 1.0% OTD 2.2%	73% Complete P-seal 30% Complete S\Mate  Press 30 & 36 has 1 set of cassettes left for SMR. Press 32 sched. for 7/15. Press 31 sched. For 7/17. Press 25 sched. For 7/19.
3	Not following quality procedures	Carl / Jeff	Rudi Tom S Bret M Jeff W Eugene Heather Cary Nadine	Jul. 26	Prod 2.2% Waste 2.2% Quality 3.1% OTD 1.9%	80% Complete  Identified P-seal training issues.
4	Equip. performance not optimized & preventative maintenance	Ray / Khris	Dee Lance Tom	Jul. 26	Prod 2.5% Waste 1.6% Quality 1.7% OTD 2.5%	75% Complete  Press # 2 - 75% complete Press # 25 - 70% complete  Identified ET and Supervisor start-up times to begin 1 hr. Earlier than normal shift changes for a smoother hand-off.
5	Plant Layout	Ron / Jim	Jeff A. Richard Doug Bud	July 31	Prod 1.9% Waste 0.9% Quality 1.0% OTD 0.9%	80% Complete  Management review in process.
6	S\Mate Waste	Mike / Bud	Tom S\Mate Oper.	July 26	Prod 2.5% Waste 3.1% Quality 3.1% OTD 2.5%	25% Complete  Static make ready now scheduled. Policy change for MICR slugs to be out-sourced.

**PrintCo Delta Team W3's** (What, Who, When?)

7	Sticking Rolls/ Pressure Seal	Terry / Bud	Kelly P-seal Oper.	July 31	Prod 2.2% Waste 3.1% Quality 1.7% OTD 2.8%	40% Complete  All rolls from Press 34 will be enhanced until new dryer arrives.
8	Roll Enhancer Operator Training	Jeff / Carl	Oper.	Aug 2	Prod 2.2% Waste 3.1% Quality 1.9% OTD 1.9%	0% Complete  New this week from backlog
9	Communication onWaste	Doug / Bud	Oper.	July 19	Prod 1.1% Waste 1.6% Quality 0.7% OTD 0.3%	0% Complete  New this week from backlog