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HRV POST
WEEKLY NEWSLETTER

Statutory Reminders for November 2024:

1. Statutory Bonus (if not paid so far), the due date is 30th November 2024 for the Financial year 2023-24

In this issue:

Lead Time/Cycle Time

Lead Time (LT)	Cycle Time (CT)
1. Time from customer request to delivery. 2. Includes waiting times, processing times, and delays. 3. Measures entire process time, from start to finish. 4. Focuses on customer perspective.	1. Time to complete one unit of work or task. 2. Measures processing time only (no waiting times). 3. Focuses on process efficiency and capacity. 4. Typically measured at individual process steps.
Examples	Examples
1. Order placement to delivery (manufacturing). 2. Patient admission to discharge (healthcare). 3. Software feature request to deployment (IT). 4. Customer inquiry to resolution (customer service).	1. Assembly time per unit (manufacturing). 2. Doctor-patient consultation time (healthcare). 3. Code review and merge time (IT). 4. Response time to customer inquiry (customer service).
Scenario: Coffee Shop	Scenario: Coffee Shop
Customer orders to receiving coffee (5 minutes)	• Filter Coffee preparing one coffee drink (2 minutes)
Scenario: Software Development	Scenario: Software Development
• Feature request to deployment (2 weeks)	• Developer coding one feature (4 hours)
Scenario: Hospital Emergency Room	Scenario: Hospital Emergency Room
• Patient arrival to discharge (4 hours)	• Doctor-patient consultation time (15 minutes)
More Examples	More examples
1. Order-to-Cash (OTC) process: Customer places order to payment receipt. 2. Supply Chain Lead Time: Raw materials to finished goods delivery. 3. Project Lead Time: Project initiation to completion. 4. Healthcare Lead Time: Patient admission to discharge.	1. Manufacturing: Assembly time per unit. 2. Software Development: Code review and merge time. 3. Customer Service: Response time to customer inquiry. 4. Healthcare: Doctor-patient consultation time.
Calculations: 1. Lead Time = Process Start to Process End 2. Cycle Time = Process Step Start to Process Step End 3. Lead Time = Cycle Time + Wait Time + Delay Time	

Specific Cycle Time reduction strategies, implementation steps & examples:

1. Process Simplification

- Identify unnecessary steps - Eliminate redundant tasks - Streamline workflows	Example: Reduce paperwork by digitizing forms (50% reduction in cycle time)

2. Standardized Work

- Document best practices - Create standard operating procedures (SOPs) - Train employees	Example: Implement standardized assembly procedures (20% reduction in cycle time)

3. Batch Size Reduction

- Reduce batch sizes - Increase production frequency - Decrease inventory levels	Example: Reduce batch size from 100 to 10 units (30% reduction in cycle time)

4. Continuous Flow

- Arrange processes sequentially - Eliminate bottlenecks - Implement pull systems	Example: Implement continuous flow production (40% reduction in cycle time)

5. Automation

- Identify repetitive tasks - Implement automation technologies (e.g., robotics, software) - Monitor and adjust	Example: Automate data entry tasks (60% reduction in cycle time)

6. Cross-Training

- Train employees on multiple tasks - Increase flexibility - Reduce dependencies	Example: Cross-train assembly line workers (25% reduction in cycle time)

7. Quality at Source

- Inspect quality at each process step - Address defects immediately - Reduce rework	Example: Implement quality checks at each assembly stage (15% reduction in cycle time)

8. Visual Management

- Use visual cues (eg.Kanban boards/color-coding) - Monitor production status - Identify bottlenecks	Example: Implement visual management system (20% reduction in cycle time)

9. Right-Sizing Equipment

- Assess equipment capacity - Adjust equipment usage - Optimize production	Example: Right-size equipment to match production demand (30% reduction in cycle time)

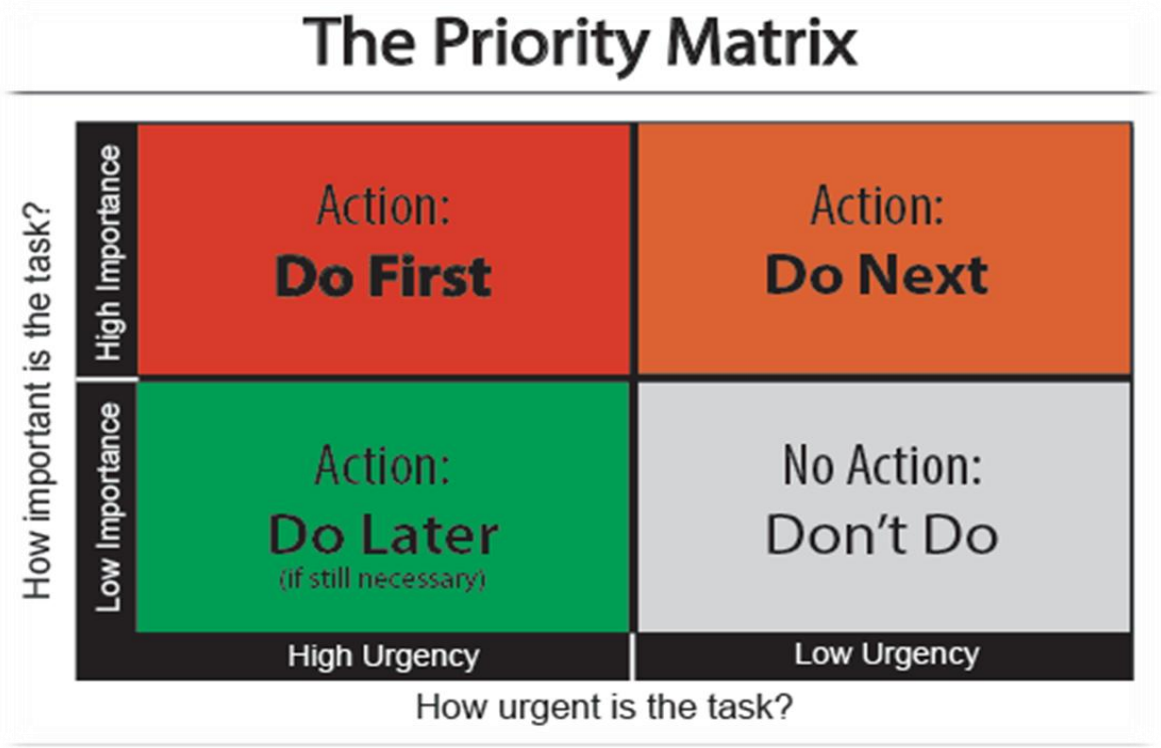
10. Total Productive Maintenance (TPM)

- Regularly maintain equipment - Reduce downtime - Increase overall equipment effectiveness (OEE)	Example: Implement TPM program (25% reduction in cycle time)

Implementation Steps:

1. Identify areas for improvement
2. Analyze current processes
3. Develop implementation plan
4. Train employees
5. Monitor and adjust
6. Continuously evaluate and improve

TIME MANAGEMENT



	Urgent	Not Urgent
Important	**I Important and Urgent**	**II Important, but Not Urgent**
Not Important	**III Urgent, but Not Important**	**IV Not Urgent and Not Important**

Quadrant – I (Immediate Attention Required)

	Urgent	Not Urgent
Important	**I Important and Urgent**	**II Important, but Not Urgent**
Not Important	**III Urgent, but Not Important**	**IV Not Urgent and Not Important**

Quadrant – 2 (Requires Attention But not critical)

	Urgent	Not Urgent
Important	**I Important and Urgent**	**II Important, but Not Urgent**
Not Important	**III Urgent, but Not Important**	**IV Not Urgent and Not Important**

Quadrant – 3 (Nice to do)

	Urgent	Not Urgent
Important	**I Important and Urgent**	**II Important, but Not Urgent**
Not Important	**III Urgent, but Not Important**	**IV Not Urgent and Not Important**

Quadrant – 4 (These activities are Time eaters