

Evaluating Process Improvement Ideas:

Consolidate DFA Smartsheet Licenses

Questions to use when deciding which process improvement ideas to pursue:

Benefits

- What are the potential benefits from this process improvement? What value will it deliver and to whom (who is the customer)?
- What DFA strategic priorities does it support?
- Are there potential cost savings from this process improvement idea? What is the potential magnitude of the cost savings?

- *Easier to administrate and manage licenses through one centralized plan.*
- *Better management of users and access.*
- *Increased visibility over tool options and licenses.*
- *Potential cost savings may exist, but require division-wide research, which is currently underway led by DFA Business Services.*

Costs

- What are the costs to take that on? What resources will be required?
- How long will it take to affect change? More than 6 months? More than 12 months?

- *Administrative time to audit and transfer the licenses estimated at 10-20 hours.*
- *Confirming with vendor if there are any consolidation or other one-time costs.*

Feasibility and Risks

- Does DFA control the process?
- Are there any organizational or legal policies and procedures which need to be considered/evaluated related to the problem or potential solution?
- What are the potential risks?
- On a scale of 1-10, how difficult would it be to affect change in that process?

- *DFA has control over the process.*
- *No applicable policies/procedures to take into account.*
- *Minimum risk regarding confusion or loss of data.*
- *It could be easy and quick to implement this change (2 out of 10).*

Next Steps

- Can it be combined with another process improvement idea on the list or already existing project?
- What additional information do we need to make a decision?
- Who can provide that?
- Which department/role can champion this project?
- What are the next steps?

- *Not applicable to combine with other process improvement projects.*
- *DFA Business Services to consult with vendor regarding feasibility, timeline for implementation and any preparation steps.*
- *Prepare communication plan for the change.*
- *DFA Business Services is taking the lead on the project, DFA IT has been consulted.*