LEAN CHARTER FORM

Event Name: Purchasing Process	Today's Date: May 8, 2012
	Process Starting Point: College employee needs "X"
	Process Ending Point: "X" is received

Leadership Team (Names, Titles, Email):
Jennifer Howard, Vice President of Administrative Services, jhoward@everettcc.edu
Susan O'Guin, Director of Finance, soguin@everettcc.edu
Jeffrey Pearce, Director of Logistics Operations, jpearce@everettcc.edu

Schedule: July 30, 31, August 1, 2 8:30am-11:30am 11:30am-12:30pm (break for lunch) 12:30-4:30pm	Location: TBD

Process Issues (Barriers, Obstacles, etc.):
- eRequestor requires a lot of hand holding and back and forth between employee requesting product and purchasing and between purchasing and the vendor.
- The process/responsibility for ensuring adequate funding in the budget is unclear.
- There are many variables that can happen between the time the employee requests the product and the product order is placed/confirmed. Identify variables and examine efficiencies.
- Lack of documentation for both the requestor and purchasing personnel.

Objectives/ Deliverables (Measurable):
- Process documentation for both user/requestor and purchasing personnel.
- Identify purchasing efficiencies (eRequestor or credit card)
- eRequestor documentation/user guide
- Identify method of notification to accounts payable (through eRequester?) that the order is ready for AP to close the purchase/ending paperwork/pay the balance
- Identify applications available through eRequester that are not being utilized or working properly

==Team Members (Names, Email, Phone #):==
Russell Colmore, Director, Emergency Services Programs rcolmore@everettcc.edu, 425-388-9161
Cheryl Schneider, Fiscal Technician Supervisor, cschneider@everettcc.edu, 425-388-9255
Leanne Algard, Procurement & Supply Specialist, lalgard@everettcc.edu, 425-388-9233
Sharon Lewis, Human Resource Consultant, slewis@everettcc.edu, 425-388-9238
Molly Beeman, Administrative Services Manager, mbeeman@everettcc.edu, 425-388-9070
Glorianne Bora, Administrative Assistant, gbora@everettcc.edu, 425-388-9070
Fred Gilbert, Instruction & Classroom Support Technician, fgilbert@everettcc.edu, 425-388-9441
==Facilitator(s):==
Karen Landry, Director of Continuing Education, klandry@everettcc.edu, 425-267-0153
Michelle Hills, IT Specialist, mhills@everettcc.edu, 425-259-8712
==Employees on Call:==
Jeffrey Pearce, Director of Logistics Operations, jpearce@everettcc.edu
Teri Griggs, Procurement & Supply Specialist, 425-388-9234 tgriggs@everettcc.edu

I, a member of the Leadership Team, empower the Team Members to make changes in the process within the boundaries defined by this document (Signature and Date).