

# Impact/Effort Matrix

BIG Payoff

SMALL Payoff

EASY  
to  
Implement

- Conduct Receiving Lean Event
- Conduct regular Purchasing Training event (Like “Web Editor Training”). Include system updates, new features, etc.
- Develop a contract process (how do you know when to use a contract and what type of contract)
- Purchasers/originators need access to “penny drop” to verify funding is available prior to creating a requisition in eRequester
- eRequester export report (replaces the “Follow-up” and FAE” spreadsheets manually created and manually entries (duplicate entries)
- eRequester: add “tag-able” as a field and/or also add field for tag# & serial #
- eRequester: develop a new form called “Annual Items” form. Stop using the General Supply form for annual orders for items. This provides for an eRequester search for open one-time orders to assist is follow up (open > 30 days). Also reduces need for follow-up spreadsheet.
- Once the export report (Follow-up & FAE) is created for eRequester, the report is converted to a shared google.doc. This way A/P can enter the invoice amount for FAE rather than Purchasing entering the PO amount. Additionally, Receiving can access and know what orders are outstanding and deliveries expected. Also eliminates two manually created spreadsheets (Follow-up & FAE).
- When vouchers and invoice vouchers are closed in eRequester then eRequester posts the information to a tab available to A/ P in eRequester.

Possible

HARD  
to  
Implement

<ul style="list-style-type: none"><li>• Clarify clear process when goods are received defective or damaged. This would allow timeliness to complete return within allowable window.</li><li>• Explore “change order” in eRequester (to eliminate the requirement to cancel an order if a change is needed). If you receive one item against an order and a change is needed, you must cancel and initiate a new order).</li><li>• Raise credit card limits for those card holders who have repetitive needs that are over the current limit (reduce the use of eRequester).</li><li>• Create a “Purchasing email account.”</li></ul>	
<ul style="list-style-type: none"><li>• Implement Challenging</li><li>• Develop Interactive Purchasing Decision Tree</li><li>• Create an eRequester user guide (for both Purchasing and “originator” staff)</li><li>• Explore processing credit cards through eRequester.</li><li>• Explore utilizing US Bank export to eRequester</li><li>• When Purchasing doesn’t know what the item is send the requisition back to originator for clear information (Behavior change is not always easy)</li></ul>	Kill (hard to implement, small payoff) Kill this idea