

## eMRO Action Plan Module 5

Ready to apply what you have learned?

**Step 1:** Review the key processes discussed in the module. Evaluate your current organization's status. Are you reactive, emerging, proactive or excellent?

Process	Reactive No process or procedure in place	Emerging Informal process in place, or process in place only for regulatory compliance	Proactive A formal process is established and well understood. Process includes flow charts, step definitions and responsibility matrix	Excellent Process effectiveness drives business results. Data is shared and used for decision-making. Process audits drive improvements
Planned Work Kitting (PWK)	<ul style="list-style-type: none"> <li>Limited or no evidence of kitting; &lt;10% of materials issued</li> <li>If kitting occurs, it is inconsistently used for PMs, capital projects and repair turns</li> <li>Crafts spend excessive travel time to the storeroom for parts and supplies</li> <li>Crafts rely on "hidden" spares</li> </ul>	<ul style="list-style-type: none"> <li>Some evidence of kitting; &lt;40% of materials issued are kitted</li> <li>Kits are created informally through the system</li> <li>Crafts spend excessive travel time to the storeroom for additional parts</li> </ul>	<ul style="list-style-type: none"> <li>Formal kitting process is followed</li> <li>System-generated pick lists show all materials required for a job</li> <li>Materials for 100% of planned jobs are kitted and staged at the job site</li> <li>Kits include specialty tools</li> </ul>	<ul style="list-style-type: none"> <li>&gt;80% parts and materials are kitted</li> <li>Excellent communication and coordination between the Storeroom and Maintenance</li> <li>Ready-to-schedule kits are less than four weeks old; all kitting/staging areas are secured and controlled</li> <li>Reduced inventory investment attributed to kitting</li> </ul>
Storeroom Delivery (SDL)	<ul style="list-style-type: none"> <li>No deliveries occur</li> <li>Excessive traffic to the storeroom window for parts and supplies</li> <li>Maintenance and storeroom utilization is extremely low</li> </ul>	<ul style="list-style-type: none"> <li>Frequent traffic to the storeroom window for parts and supplies</li> <li>Very few deliveries occur; most deliveries are for operations supplies</li> <li>Deliveries require much coordination between requester and storeroom prior to the need</li> <li>Maintenance and storeroom utilization is not tracked</li> </ul>	<ul style="list-style-type: none"> <li>Limited walk-in traffic to the storeroom; required items arrive on time</li> <li>Process is well-defined and effective; deliveries are scheduled the day they are needed</li> <li>Little coordination between requester and storeroom is required prior to the need</li> <li>Maintenance and storeroom utilization is tracked and trends positively</li> </ul>	<ul style="list-style-type: none"> <li>Deliveries and equipment needs are scheduled in advance</li> <li>Efficiency is monitored and communicated monthly</li> <li>Maintenance and storeroom labor utilization is optimum</li> </ul>

**eMRO Action Plan Module 5**

**Step 2:** Based on your evaluation, use the document to develop an improvement plan. Select 2 specific areas of opportunity from the process descriptions and create a plan to implement improvements. Good areas to target are those that can be quickest to improve and those that will make the biggest impact.

<b>Maintenance Material or Storeroom Goal</b>	<b>Behaviors</b>	<b>Results</b>	<b>Organizational Goal</b>
<i>Area of desired improvement</i>	<i>Within 30 days I will....</i>	<i>What KPI or result can I achieve within 90 days?</i>	<i>What organizational goal is impacted by the results?</i>