ExpenseAssist

ENTERPRISE VULNERABIITY ADVISORY FIRM

PROCESS MANAGEMENT

PROJECT EXAMPLE

www.ExpenseAssist.com

PROJECT OVERVIEW

- **CLIENT:** CEO/CFO of $250M Enterprise

- **CLIENT NEED:** To improve internal processes from inefficient "they have always been done this way" methods to efficient waste reduction machines.

- **PROJECT OBJECTIVE:** Evaluate necessity of individual tasks, Identify and repair inefficient and unnecessary processes and implement procedural improvements to workflows and process completion times, Document improved process for future training & long-term planning.

- **PROJECT VALUE:** Streamlined start to finish outputs, Increase in accuracy, transparency and quality, Timeliness of data for management decision making, Decreased time for future hires to be brought up to speed and achieve peak productivity.

- **PROJECT METRICS:** 1) Waste reduction, 2) Improved speed to process output, 3) Increased data accuracy and 4) Decreased training time

- **PROJECT DURATION:** 90 days

PROJECT APPROACH

➢ Conducted comprehensive interviews, surveys and observations to assess all process tasks.

➢ Gathered all data and applied the Expense Assist Vulnerability Index© to identify the severity of the vulnerabilities and plan for treatment.

➢ Designed customized treatment for each identified vulnerability and weakness to drive the desired Project Objective.

PROJECT OUTCOMES

1. Identified inefficient and wasteful processes that resulted in delayed availability and accuracy of data. Created a repair plan which resulted in improved timeliness and accuracy of the data.
2. Streamlined internal processes improving FTE touch to complete necessary outputs.
3. Created a Process Documentation Manual for the Enterprise. This manual has improved new hire training and allowed for new hires to reach peak productivity at a much faster pace.
4. Eliminated unnecessary/duplicated tasks allowing employees to focus on more productive outcomes. These improvements contributed to higher employee morale and less stressful conditions.

Assess. Identify. Treat. Grow.