



# ISD Legislative Analysis Process

Information Services Division  
Implemented January 2015

*By thinking Lean we  
reduced 17 steps in the process*

## Problem

The Information Services Division provides legislative analysis services so that agency leaders can speak to the expected impact of the proposed bills and DOL submits 80% of the requested fiscal notes in 3 days or fewer days. This year is a longer session that will likely have more bills that impact DOL to evaluate and agency leaders have requested additional services, like more expansive narratives, as part of the ISD legislative analysis work products.

## Causes

- Fewer experienced analysts to review new proposed legislation in the upcoming year
- Duration of 2015 Legislative session longer than previous year.
- No standardized process.

## Solution

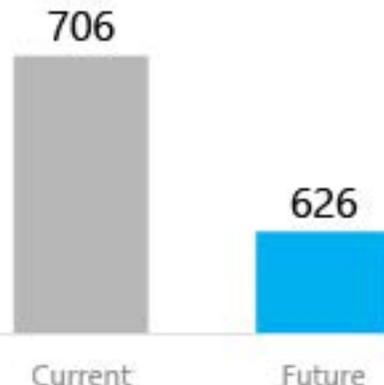
- Re-engineered process with a focus on value added services for higher quality.
- Standardized process to make more efficient.
- Improved cost and duration estimates so that project teams and implementation schedules are achievable and reasonable.

## Results

Eliminated 17 Process Steps



Reduced Cycle Time by 80 minutes



Eliminated 9 Handoffs

