



Supply Inventory Management

Administrative Services Division

Implemented July 2014

*By thinking Lean we
make sure **our customers have what they need***

Problem

Supply Inventory Management (SIM) areas are centralized locations stocked with frequently requested office supplies, based on the needs of surrounding personnel. It was unknown if the selection and quantity of supplies were meeting customer needs, or if the process of stocking SIM areas was as efficient as it could be.

Causes

- Lack of communication between SIM Coordinators and those using the SIM areas, as well as SIM Coordinators and the Supply Office, created a disconnect.
- Unorganized SIM areas made restocking more difficult.

Solutions

Contact information for the Supply Office and SIM Coordinators was updated on the Intranet. SIM Coordinator roles and responsibilities were updated and communicated. Recurring Coordinator meetings were scheduled. An agency-wide communication plan was created to clarify SIM area etiquette, and area assignments. The Supply Office assisted SIM Coordinators with cleaning and reorganizing their SIM areas.

Results

