

Lean Office

Implement lean principles to improve administrative processes



Up to 90% of lead time in manufacturing involves paperwork. Using lean techniques within your administrative services will help your staff eliminate redundant steps and non-value-added activity. Your organization will be able to recognize all office functions as being part of the overall system and appreciate their vital role in reducing total lead time.



GaMEP will help you:

- Review your current office and/or information processes.
- Run a kaizen event to train and lead cross-functional teams.
- Work with management and empower employees to identify opportunities for continual improvement.
- Expedite administrative processes.

By implementing lean office practices, you will:

Decrease Paperwork



Reduce Errors



Enhance Your Company's Competitiveness



Lean Office in Action

Industrial Automation Company Finds Solutions Using Lean Tools



When the Customer Service Department of TSI discovered it was losing a lot of time by duplicating efforts and touching documents multiple times, the company put lean tools to work in the office.

"[GaMEP] suggested we work multiple orders by using a one-piece flow, which our team thought would never work. When we tried it, to our shock and amazement - it worked! After that we really had buy-in and began to own the system of how we do things. Within 24 hours, we saw a huge difference."

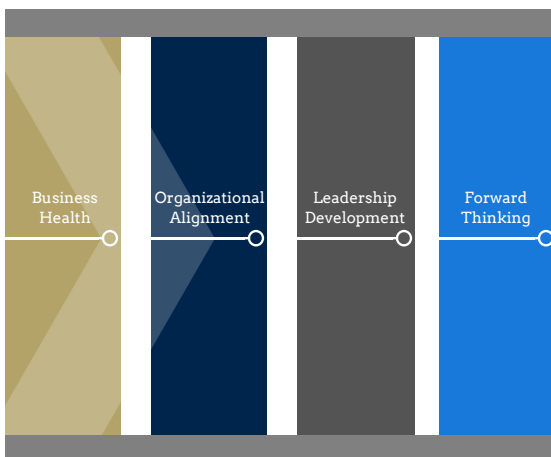
-Customer Service Department Manager, TSI Solutions

Why Work with GaMEP?

Our goals are simple and impactful:

- Understand the current state of your company.
- Learn about your future goals.
- Teach your team to utilize tools and strategies to meet the needs of your organization.
- Advance your company's competitiveness and ensure a sustainable future for manufacturing in Georgia.

Each of our services resides in one of the following four key strategic solutions pillars within the GaMEP Organizational Excellence framework:



The pillars are interconnected to maximize effectiveness. If you have multiple areas to address, request an Organizational Excellence assessment.

What Sets GaMEP Apart

Each year, GaMEP works with more than 1,000 manufacturers to implement on-site projects, conduct training, and connect manufacturers to Georgia Tech resources and our partners throughout the state. We do this through:

- Federal and state funds that help offset the cost to Georgia manufacturers, making your investment more powerful.
- Access to locally based project managers that have years of experience developing and implementing best practices for manufacturers.
- Immediate and long-term solutions that increase top-line growth and reduce bottom-line costs throughout your organization.

Service areas include: process improvement, quality, robotics, business strategy, technology integration, ISO management systems, energy, sustainability, safety integration, and more.

See what all the "Buzz" is about.

Connect with GaMEP



gamep@innovate.gatech.edu



404-385-0630

Advancing Georgia Manufacturing