

A Methodology for Lean Management of Organizations; Establishing Enterprise Baseline



- 2 DAYS -

Most of the companies are dealing with the gaps contained in the business processes designed for managing their products and services. Sempro proposes a method for creating an Enterprise Baseline to identify these gaps. Within the methodology, the main purpose is to find answers to the following questions: "Who We are", "What We Do" and "How We Do" in order to identify the gaps and missing processes, and creating a roadmap to complete these gaps. With the aforementioned roadmap, the current status of the company and the potential improvement areas with high priority are identified.

Scope

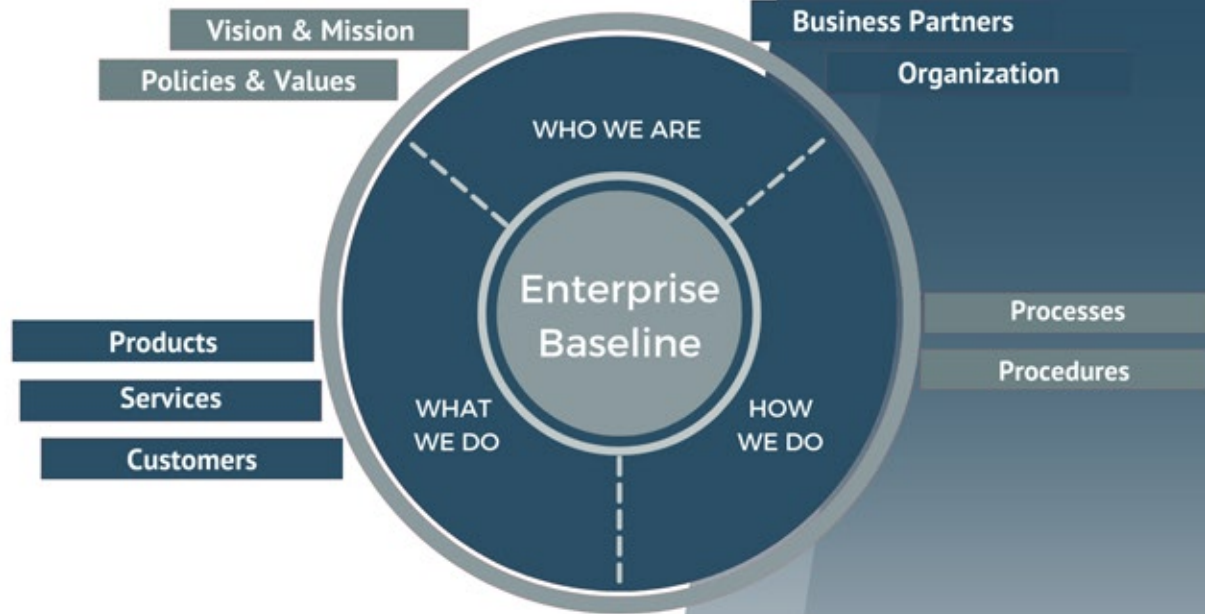
- Assessment of the studies (business model, processes, etc.) carried out in order to manage the corporate and administrative structure of the company.
- Determining the relevant sections and information for the establishment of the Enterprise Baseline. (Suggested Enterprise Outline sections to work on are described in the next section.)

Method

Enterprise Baseline sections should be created as described below.

WHO WE ARE

- The current "Vision", "Mission" and "Who We Are" statements that the company has.
- Organizational structure of the company: hierarchical structure of the company and the interfaces between the departments
- **Company Divisions:** Departments and their functions
- **Business Partners:** Corporate collaborations and management of the relationships
- **Relationships with External Resources:** Information about the subcontractors and other external parties that provide support for the company's activities other than its core competency processes (eg website design, law firm, financial advisor, etc.)
- **Company Policies:** policies of the company (e.g. ethical rules, anti-bribery and anti-corruption policy, quality policy, compliance policy, values and principles, human resources policy, etc.)
- **Core Competencies:** The core competencies that provide competitive advantage for the company (engineering, project management, production, testing, quality, etc.).



WHAT WE DO?

- **Products** : Information and documents related to the company's products, information and documents shared with third parties (eg catalogs, product information on the website, etc.)
- **Services** : Information and documents related to the services provided by the company and shared with third parties.
- **Clients** : How the company does business and keeps information and records related to its customers

STRATEGIC BUSINESS PLAN AND BUSINESS GOALS

- The current strategic direction of the company
- Business goals that are aligned to the mission and vision
- Business goals cascaded to business units or processes
- Identified measures for measuring and tracking the goals

HOW WE DO?

Key Business Processes

- Business Development and Marketing Process (social media, exhibition and fair participation, customer relationships, management of printed documents, Website management, proposal management)
- Project Management Process (Project Management, Risk Management).
- Product Development Process (Requirements Management, Design, Design Verification and Validation, Specialty Engineering (Reliability, Maintainability, etc.)
- Product Configuration Management Process (Management of Product Baselines, Product Naming and Numbering, Management of Data and Records, Change Management)
- Information Systems Infrastructure and related processes
- Facility and Asset Management and related processes
- Measurement and Continuous Improvement