



**Dear Client,**

In today's economic environment, we need to change our thinking about cost reduction from the traditional approach of slashing overhead to a process approach. By modifying the internal culture, you can directly impact your bottom line. In this newsletter we will introduce you to some of the ways you can realize savings in your organization using a process approach to cost reduction.

### **The Process Approach to Cutting Costs**

Today, cost cutting is more important than ever. Instead of using the traditional approach of "overhead expense" reduction to cutting costs, which is often not enough, organizations must take the more disciplined "process approach". The "process approach" looks at activities and evaluates their value with the goal of eliminating non-value added activities that add waste, and ultimately, cost to your business.



#### **What you can do to find the "low hanging fruit":**

- Abandon the "if it's not broken, don't fix it" mentality.
- Be alert for non-value added activities such as re-entering information or checking other people's work.
- Ask the questions: "what value does the task deliver" and "how much does this task actually cost us".
- See the operation yourself.
- Determine what does and does not add value.
- Ask your employees for help.
- Soon you will be asking "why do we do it that way"?
- Remember, if the work and process is invisible to you then chances are the savings are too!

#### **The process approach:**



### **True North**

Improving the financial results and operational performance of our clients by eliminating waste in all business processes and creating a culture to support sustainable results.

### **Quote of the Month**

"We are what we repeatedly do. Excellence, therefore, is not an act but a habit."

--

Aristotle



### **The Competitive Edge**

Exceeda Consulting, Inc., we are professional and experienced business consultants serving small and mid-size companies. We develop and implement solutions that guide the continuous profitable growth of our clients.

Your competitive edge is linked to your ability to rapidly deploy business solutions. Using our innovative systems and proven methodologies this goal will be achieved in

- Draw out the current state "as-is" process.
- Design the future state "to-be" process.
- Evaluate every step to see if it is needed.
- Eliminate non-value added steps from the process.
- Design steps in parallel instead of in sequence.
- Avoid unnecessary hand-offs between people, typically a large source of error and waste.
- Chose error reduction over speed.

### **Value Added vs. Non-Value Added**

To deliver a product or service we perform actions. These can be **value-added** or **non-value added (waste)**. Non-value added is defined as waste or "**MUDA**" and a key concept in the Toyota Production System. The Japanese term "**MUDA**" is defined as any human activity that absorbs resources, but creates no real value.

#### **Areas of waste include:**

- Over Production
- Motion
- Waiting
- Over Processing
- Inventory
- Correction
- Conveyance
- Over Engineering
- Ideas Not Used
- Over Staffing



***Complete elimination is the target!***

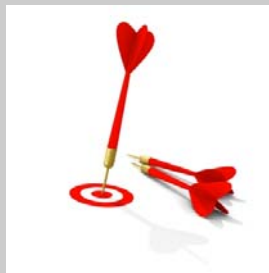
***Reduction and/or elimination is our approach!***

### **How We Can Help**

You should consider a "fresh set of eyes" to examine your process.

We are experts in business process reengineering and waste reduction. We can deliver results quickly to your bottom line.

An outsider can avoid the company culture and politics that often cause a faulty diagnosis. In addition, we can recommend best practices from other companies and industries.



an environment that stresses teamwork and makes cooperation an essential element in the work environment. With over 20 years of experience and an extensive list of capabilities Exceeda Consulting is uniquely qualified to meet your business needs and give your company the competitive edge.

We invite you to discover how Exceeda Consulting can help you realize your company's greatest potential.

### **Visit Us On The Web**



**Please contact us to see how we can help your organization!**

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