

## I. Background

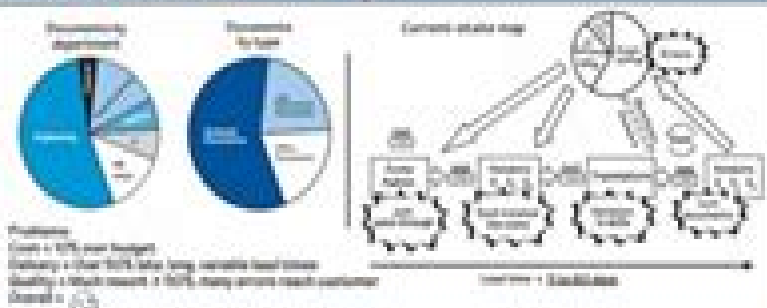
Acme plant to double capacity. Much document translation required

- Poor English translations of Japanese documents caused many problems at original plant startup.
- Expansion plans call for aggressive launch timeline and cost reduction.



→ Document translation problems could impede launch!

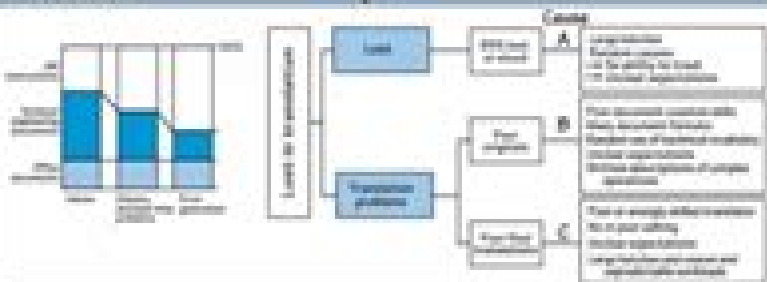
## II. Current Conditions



## III. Goals/Targets

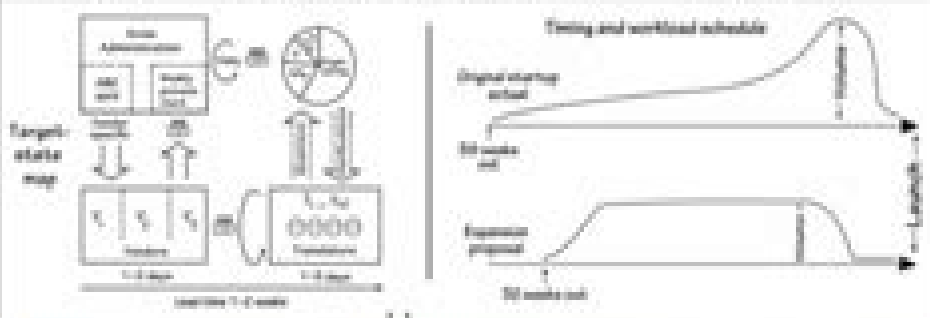
- Quality**
  - 0 defects at launch
  - Rework less than 10%
- Delivery**
  - 100% on-time
  - Level weekly volume (3x/shift)
  - Consistent short lead time with predictable delivery
- Cost**
  - 10% decrease — Rework down, overtime down

## IV. Analysis



## V. Proposed Countermeasures

| Cause | Countermeasure                             | Description                                                                                                                                                                                                                                       | Results                     | Responsible/support                              |
|-------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------|
| A     | Control document flow tracking process     | Overall process ownership established<br>Document flow and timing management<br>- Timing control chart, weekly check<br>- Segmentation by document type                                                                                           | Delivery<br>Quality<br>Cost | Partner<br>- Each department<br>- Vendors        |
| B     | Standard vocabulary database and templates | Standard terms for processes, equipment, tools, work flow across job sites<br>Create standard templates and include photos and videos<br>Gathered from each department, input into database for use by internal document creators and translators | Quality                     | Administration<br>IT<br>Each department          |
| C     | Standard vendor three-step process         | Step 1: Translation by topic specialist<br>Step 2: Review by native English speaker<br>Step 3: Check by highly skilled bilingual                                                                                                                  | Quality<br>Delivery         | Administration<br>- Each vendor<br>- Procurement |



## VI. Plan

| Countermeasure                         | Timeline | Responsible                                  | Support                                                   | Results                                         |
|----------------------------------------|----------|----------------------------------------------|-----------------------------------------------------------|-------------------------------------------------|
| Overall Launch Timeline                |          |                                              |                                                           | Plan management<br>Communication<br>Project Mgr |
| Planning                               |          | Administration<br>Partner                    | Each department                                           |                                                 |
| Initiation                             |          | Administration<br>Partner                    | Administration<br>Each department                         |                                                 |
| Document creation                      |          | Each department<br>Administration<br>Partner | Administration<br>Each department<br>IT (Print and Email) | Each department<br>Administration<br>Partner    |
| Document translation management system |          | Administration<br>Partner                    | Each department<br>IT                                     | Administration<br>Partner                       |
| Midproject review                      |          | Administration<br>Partner                    | Each department<br>IT                                     | Administration<br>Partner                       |

## VII. Followup

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| Midterm review    | Ensure ongoing collaboration                                        |
| Postlaunch review | Monitor system weekly. All metrics, especially quality and delivery |

# Planning And Performance Manual A3

**Michael Seilmaier**



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