From:	White, Kristine
To:	Bailey, Joanna (SAO); Tippett, Jennifer; Ferrer-Santa Ines, Jennifer
Cc:	Walter, Heidi (SAO)
Subject:	RE: Lean project scope
Date:	Wednesday, May 31, 2023 11:09:48 AM
Attachments:	image001.png YakimaLeanCharter-COI R6.30.23 KW.docx 6.1 Certificate of Insurance.docx

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External Email

Joanna,
Per our telecon this morning CoY Purchasing team will take the following actions to help accelerate to process to define the current state, so the team can stay on task to achieve the deliverables.

1. Purchasing will document our "As-Is" process flow via "sticky notes" and send you a picture/copy by COB 6/1
2. Schedule a Zoom meeting to perform the "GEMBA" for 6/2
3. Print applicable reference materials (RCWs, policies, procedures, ordinances, contract language, etc) to facilitate our time next week.

Additionally, here is the updated charter document and a draft procedure.

From: Bailey, Joanna (SAO) <joanna.bailey@sao.wa.gov>
Sent: Wednesday, May 31, 2023 7:32 AM
To: Tippett, Jennifer <Jennifer.Tippett@yakimawa.gov>; White, Kristine <Kristine.White@yakimawa.gov>; Ferrer-Santa Ines, Jennifer <Jennifer.Ferrer@yakimawa.gov>
Cc: Walter, Heidi (SAO) <walterh@sao.wa.gov>
Subject: Lean project scope

Good morning, I've been reflecting on yesterday's discussion about clarifying project scope and the inclusion of additional targets with quantifiable metrics. With my goal of providing the most relevant assistance for your team, I'd like to offer to divide this project into 2 phases with the first phase occurring next week, as planned. The team could spend next week mapping their work (could be a full Value Stream Map if that's what would be most helpful) and identifying and analyzing pain points. In the second phase, the team would develop informed recommendations and hold their report out to stakeholders.

I recognize this option would require an outlay of additional time, which is a huge investment. However, this allowance could create breathing room for deeper level work and accommodate a higher value scope for the team.

Appreciate your thoughts.

Joanna Bailey
Lean Specialist, Center for Government Innovation

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From: Tippett, Jennifer <Jennifer.Tippett@yakimawa.gov>
Sent: Friday, May 19, 2023 9:28 AM
To: Bailey, Joanna (SAO) <joanna.bailey@sao.wa.gov>; Walter, Heidi (SAO) <walterh@sao.wa.gov>
Cc: White, Kristine <Kristine.White@yakimawa.gov>
Subject: Lean contacts

External Email

Good morning Ladies,

Ms. Kristin White has joined the city of Yakima staff as our new Purchasing Manager. She is excited to begin work on the Lean process and will be a wonderful addition to our group. Please add Kristine to your contacts for Yakima. She will be reviewing the charter document today with the group members and will have a few revisions to the document.

We will send a copy of the revisions over after today's team review.

Thanks,

Jennifer Tippett

Jennifer Tippett
City of Yakima
Administrative Assistant to Finance
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509-576-6771