

## LeanStart Assignment Guidelines for the External Service Provider

### 1. Assignment methodology

Prior to commencement it is advisable for the consultant to contact the Company's EI Development Advisor for company history and current business plans.

On 'Day 1' of the assignment the work programme described in the application will be further developed, resulting in agreement on the client commitment, the productivity, and or cost improvement initiative.

The Lean Service Provider will inform Enterprise Ireland at [Lean@enterprise-ireland.com](mailto:Lean@enterprise-ireland.com) of any issue which might affect the progress or outcome of the agreed project.

### Environmental Best Practice Initiative

It is compulsory that the 1<sup>st</sup> Steps to Green Competitiveness be incorporated in all LeanStart projects.

These steps are in line with Enterprise Ireland's initiative to drive Environmental Best Practice in client companies.

The Lean Service Provider will be required to guide the company through the 1<sup>st</sup> Steps to Green Competitiveness, this will involve the introduction and implementation of

- the introduction of a basic Environmental Policy Statement &
- the introduction to & use of a small number of Environmental Management Templates as per the "1<sup>st</sup> Steps to Green Competitiveness Guidebook" or "1<sup>st</sup> Steps to Green Competitiveness Guidebook for Service/Office based companies".
- Companies should be advised of availability of further environmental supports if they are interested in progressing environmental sustainability, <https://www.enterprise-ireland.com/en/Productivity/Build-a-green-sustainable-Business/>

### **Day 1: Lean introduction, - the Lean Service Provider will**

- Meet and engage with the owner / key managers in the company and where appropriate meet with relevant EI staff.
- Introduce Lean principles, tools and process mapping.
- Review key cost competitiveness issues (commercial, financial & performance).
- Identify key project(s) inclusive of cost reduction potential.
- Scope out the commitment needed from the company.
- Agree a schedule for implementation, the supports required and initiate.
- Agree the implementation of the 1<sup>st</sup> Steps to Green Competitiveness.

### **Day 2 - 6: The Lean Service Provider and the Company Lean team will**

- Review and evaluate objectives relative to the schedule agreed.
- Facilitate the team efforts and train key personnel in Lean tools.
- Agree targets
- Progress targets and objectives as per the project schedule.
- Continue to train and implement Lean tools.
- Introduce a Company Environmental policy
- Introduce & provide instruction on the use of the Environmental Management Templates & put in place a system for their continued use.
- Agree next steps / final targets and objectives.

### **Day 7: Project closeout, the Lean Service Provider and the Company Lean team will**

- Quantify the project results against the stated objective.
- Review the effectiveness of the Lean learning to ensure the approach “sticks”.
- Agree next steps for future potential projects.
- Where appropriate meet with and discuss the final report with relevant EI staff.

### **Reports Required:**

- ✓ **Day 1 report (Appendix 1)**
- ✓ **Final report (Appendix 2)**
- ✓ **Case Study (Appendix 3)**
- ✓ **Targets Achieved (Appendix 4)**

Reports are to be signed off by the company and the Lean Service Provider, it is sufficient for the company to submit the Lean Service Provider's reports by email, it will be taken as read / signed off.

**Submit reports in word format to:** [Lean@enterprise-ireland.com](mailto:Lean@enterprise-ireland.com)

**It is essential** to submit the required reports as soon as possible. This will ensure continued compliance with the LeanStart Offer and will allow engagement with the Lean Team to address any issues. Resolving issues and addressing any deviations from the original objectives as they arise will avoid any complications at the grant claim stage.

**Feedback required:** A post project presentation is to be made to the company and where appropriate to relevant Enterprise Ireland staff. In the final report we ask that the company give permission for Enterprise Ireland to upload the project case study to the Enterprise Ireland and Lean Business Ireland website.

## 2. Assignment Costs / Duration

- Any deviation from the 8 to 12 week timeframe must be notified to [Lean@enterprise-ireland.com](mailto:Lean@enterprise-ireland.com).
- Daily rate of up to a max of €900 (inclusive of expenses) will be considered for a maximum of seven consultancy days.
- Total project cost up to €6,300, maximum EI grant up to €3,150.
- It is the responsibility of the company to claim the LeanStart funding support.
- The company is responsible for the payment of the Lean Service Provider's fee.

## Appendix 1

<b>LeanStart Day 1 Report Template</b>	
<b>Company Name</b>	
<b>Company contact person</b>	
<b>Date of 1<sup>st</sup> day</b>	
<b>Is company committed to complete project within 8 – 12 weeks?</b>	
<b>List key Lean Team member(s) involved in the project:</b>	
<b>What cost reduction project(s) have been identified?</b>	
<b>What key costs / performance improvements are expected?</b>	
<b>Has the implementation of the 1<sup>st</sup> Steps to Green Competitiveness been agreed?</b>	
<b>Other comment(s)</b>	
<b>Signed By</b>	
<b>Company contact person</b>	
<b>Date</b>	
<b>Lean Service Provider</b>	
<b>Date</b>	

## Appendix 2

<b>LeanStart Final Report Day 2 - 7 Template</b>	
<b>Company Name</b>	
<b>Company contact person</b>	
<b>List the key Lean team member(s) involved in the project</b>	
<b>Date project completed</b>	
<b>Project Output Details</b>	
<b>Was an introduction to Lean business practices given to staff &amp; how widespread?</b>	
<b>What cost reduction project(s) have been completed?</b>	
<b>What key/cost performance improvements were delivered?</b>	
<b>Were any further actions agreed?</b>	
<b>Has an Environmental Policy Statement been put in place?</b>	
<b>Has an initial assessment been carried out using the Environmental Management Templates?</b>	
<b>Is there a system in place for their continued use? / Is there company commitment to do so?</b>	
<b>Other details</b>	
<b>Will the company implement further Lean projects?</b>	
<b>Is the company interested in capturing potential savings by adopting Environmental Best Practice through EI environmental supports? Contact: <a href="mailto:green@enterprise-ireland.com">green@enterprise-ireland.com</a></b>	
<b>Do you give permission for EI to upload your case study to the Enterprise Ireland &amp; Lean Business Ireland Website?</b>	Yes/No (delete as appropriate)
<b>Other comment(s)</b>	
<b>Signed By</b>	
<b>Company contact person</b>	
<b>Date</b>	
<b>Lean Service Provider</b>	
<b>Date</b>	

## Appendix 3

### Lean Case Study Template

Lean Case Study [please select]	START	PLUS	TRANSFORM
<b>Company Name</b>			
<b>Address</b>			
<b>Website</b>			
<b>What we do</b>			
<b>Who we are</b>			
<b>LEAN Project Objectives</b>			
<b>Key Challenges</b>			
<b>Key Changes</b>			
<b>Results/Outcomes</b>			
<b>Quote</b>			
<b>Lean Service Provider</b>			

## Appendix 4

### LeanStart Project Impact Metrics

Projected Cost Savings				Projected Output Increase				Continuous Improvement		
Annualised Cost Savings	Cost Savings as a % of Sales	Cost Savings as a % of COGS	Notes	% Output Capacity Increase	Other project benefits (e.g. defects, lead time etc)	Potential impact on turnover	Notes	Was a continuous improvement Team established? Yes / No	Further actions agreed	General Comments

Environmental Component			
Has the 1 <sup>st</sup> Steps to Green Competitiveness been implemented? Yes / No	If 'no' to the previous question, why not?	Is the company interested in capturing potential savings by adopting Environmental Best Practice through EI environmental supports? Contact: <a href="mailto:green@enterprise-ireland.com">green@enterprise-ireland.com</a>	Comments