

# Jason Proctor

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## The Scanning and Indexing process

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# Mission

The Scanning and Indexing process exists to preserve documentation in order to have a record of donor gifts while meeting customer demand and sustaining document retrievability.

# Vision

A 25% reduction in touch time by Spring 2023

# SIPOC for the Scanning and Indexing process

Suppliers	Inputs	Policies	Outputs	Customers
<ul style="list-style-type: none"> <li>• Gift processors</li> <li>• Philanthropy officers</li> <li>• Research Staff</li> <li>• Administrative Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Processed gifts</li> <li>• Contracts</li> <li>• Correspondence(Incoming and outgoing)</li> <li>• Archival documents</li> </ul>	<ul style="list-style-type: none"> <li>• Berea College Policies</li> <li>• Confidentiality</li> <li>• Departmental Guidelines for efficient indexing</li> </ul>	<ul style="list-style-type: none"> <li>• Scanned and Indexed Documents (accessed through BDM)</li> </ul>	<ul style="list-style-type: none"> <li>• Gift processors</li> <li>• Philanthropy officers</li> <li>• Research Staff</li> <li>• Administrative Staff</li> <li>• Tammy</li> </ul>

# Future State – Metrics Compared

## Current State Metrics:

Touch Time: 110 min. (1.83 hrs) per batch

Cycle Time: 1 day

Non VA Steps: 6

VA Steps: 2

Rolled Throughput Yield: 100% or 1.0

## Future State Metrics:

Touch Time: 81 min. (1.35 hrs.) per batch

Cycle Time: 1 days

Non VA Steps: 3

VA Steps: 4

Rolled Throughput Yield: 100% or 0.1

## Metric Improvements:

Touch Time: - 29 min. (- .5 hrs.) per batch

Cycle Time: 0 days

Non VA Steps: - 3

VA Steps: + 2

Rolled Throughput Yield: 0 percentage points or 0.0

# Results - (PDCA-Check)

- How have the metrics improved so far ?
  - TT savings of 29 minutes per batch x 78.8 per January/60 minutes = 38 hours saved per January or \$1142.6 in soft savings
  - **Touch Time decreased by 26.4%, meeting the original goal of a 25% reduction in Touch Time per batch**
- How will the metrics continue to improve (projecting for the rest of the year)?
  - From February – December of 2022 there were 9,816 gifts scanned and indexed.
  - 490.8 batches of 20 gifts x 29 minutes saved per batch = 14,233 minutes (237.22 hours)
  - These savings would represent a projected amount of \$7,116.6 saved for the rest of 2023, assuming Jason will have a volume similar to 2022.
- Projected total savings for the year
  - 237.22 projected saved hours + 38 hours saved in January of 2023 = 275.22 hours for 2023
  - 275.22 hours x \$30 = \$8,256.6 in projected savings for 2023

