

Fleet Management/Inventory Project

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CHAIRMAN
Special Project Team, IDOH

- I. Introduction
 - A. Project Team (Figure 1)
 - B. Full time members
 - C. Part time members
 - D. Advisory team—12 members, 10 from districts and sub-districts for input from field locations
- II. Purpose (Tree—Practical, Benefits Entire Department) (Figure 2)
 - A. Buy software for fleet management and inventory's systems
 1. Includes materials, parts and supplies & fixed assets
 2. Interface with maintenance management, accounting system and each other
 - B. Additional requests
 1. Automatic fuel dispensing system (AFS)
 2. Central warehouse
 - C. Will discuss our process, AFS, supply management system, status
- III. Process
 - A. Develop plan (Figure 3—system overview)
 - B. Visit districts (6) and subs (11)—field input, interviewed over 150 people
 - C. Talk to other states and vendors
 - D. Review textbooks, magazines, etc.
 - E. Discuss w/advisory team
 - F. To buy software, will follow Department of Administration Special Procurement Process—reviewing existing software packages with advisory team
- IV. Recommendations
 - A. As result of research to date have made two recommendations which have been accepted by the executive staff.
 1. First, the project and advisory team recommended AFS
 - a. Primarily to reduce paperwork, keypunching and eliminate variance
 - b. All fuel locations

- c. 2.6 million over three years—benefit recovered in six years
 - 2. Second area where we made recommendations was initiated by a request for the team to review feasibility of deleting central warehouse. Because of the overall affect on the department, we looked at more than just central warehouse.
 - B. Recommended supply management system
 - 1. Represents major change to department operations
 - 2. Supply management includes purchasing, warehousing, distributing, inventory control, and surplus property utilization. (Figure 4—balance cost & service)
 - 3. Purchasing & warehousing at three levels (ABC)—central, district and subdistrict (Figures 5 and 6)
 - 4. Develop chain of responsibility & expand communication throughout all levels of department.
 - C. To implement supply management system project team and advisory team recommended:
 - 1. Consolidation of central office supply management functions in business services and inventory services
 - 2. Establish interim central warehouse
 - 3. Establish advisory team
 - 4. Consolidate district warehouse activity in administration
 - 5. Investigate methods to decrease purchasing delays
- V. Project Status
- A. Executive staff accepted recommendations on supply management and asked project team to:
 - 1. Review space needs for central warehouse
 - 2. Develop steps to implement recommendations
 - B. Developing requirements & RFI's for each system
 - 1. Send to division chiefs and district engineers
 - 2. Advisory team for comments
 - C. Completion
 - 1. Original estimate 12/88
 - 2. Close to 12/88

PROJECT TEAM MEMBERS
FULL TIME

Dennis Belter	Chairman	2-5361
Jim Nucent	Maint.	2-5488
Paul McDuff	Acctg. & Cont.	2-5385

PART TIME

Alan Curson	Bus. Ser.
Mark Schludecker	Comp. Ser.
Tony Hedge	Acct. & Cont.
Rose Arroyo	Emp. Saf. & Sec.

ADVSORY TEAM MEMBERS

Lin Sadler	C. O.	Traffic
Paul Wiley	C. O.	M & T
R. Van Paris	Laporte	Admin.
Tom Vanderpool	Greenfield	Maint.
Gerald Lindsay	Terre Haute	Supt.
Terry Byrns	Seymoor	Maint.
Jim Graves	Vincennes	Admin.
Bill Barkdull	Ft. Wayne	Maint.
Dennis Berg	Laporte	Maint.
Mike Hoffman	Seymoor	Traffic
Dave Jenkins	Vincennes	Maint.
Dave Deckard	Crawfordsville	M & T

Figure 1

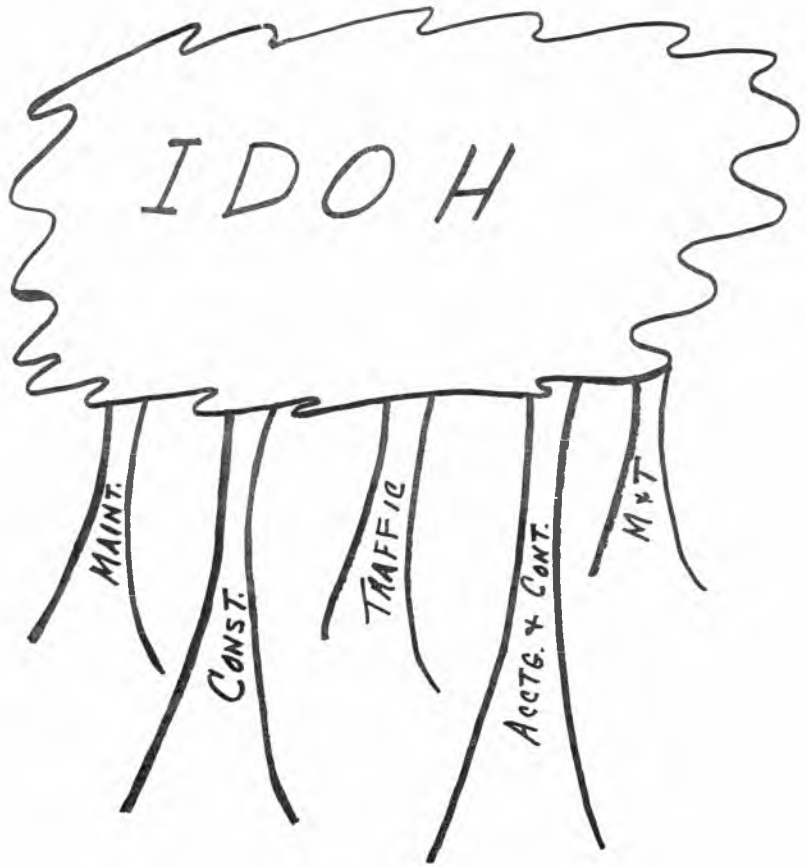


Figure 2. Fleet management benefits entire department.

SYSTEM OVERVIEW

The following criteria applies to all field interviews relating to the replacement of the fleet management and inventory systems.

USEFULNESS—Will we be providing information that is timely and relevant for decision making at the local level?

RELIABILITY—Will the system features insure accurate information?

FLEXIBILITY—Do the system requirements provide you with the necessary inquiry and reporting capabilities?

ECONOMY—Are we providing tools that permit a location to plan workloads, measure work performance, isolate individual shop costs and identify loss areas?

SIMPLICITY—Will this system be simple to operate, the reports or inquiries easily understood and the processes easily accomplished?

People and controls are as much a part of the success or failure of a management system as is the software package. Please help us develop our system.

Figure 3

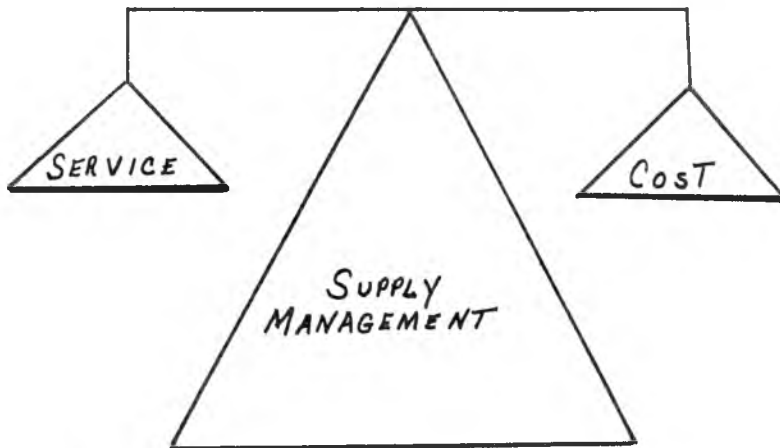


Figure 4

MAINTENANCE PURCHASING

	Central	District	Local
Current	10%	15%	75%
Proposed	60	20	20

Figure 5.

MAINTENANCE WAREHOUSING

	Central	District	Local
Current	10%	45%	45%
Proposed	50	30	20

Figure 6.

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