

Action Management - Improvement Ideas

Raised by		Description of Idea	Rec.	Date Raised	Status or, Action Recommended	What value to be achieved
#	Name (init)					
1	TMP	Setup facility to record staff ideas & suggestions for business	x	02-Feb-04	AGREED SF: Load AMS on Server and release to permanent employees.	Staff morale improvement
2	TMP	Restructure company knowledge on server and enable easier staff access		05-Feb-04	Being discussed: TMP wish to implement as a byproduct of AMS role out although AMS will still function OK without this change.	Improve staff efficiency and quality conformance
3	M.Jones	Implement major sale review process	x	23-Dec-03	AGREED MS: "Sales Action Manager" now operational on server for trial use by sales staff	Increase closure rate of major deals
4	TMP	Setup a trial to evaluate better ways to manage projects	x	23-Dec-04	AGREED MS: Details under Recommendations	Productions better managed by producers to improve profit
5	TMP	Streamline and speed up finding best freelancers	x	23-Dec-03	TMP to setup an ISYS trial for evaluation	Simplify way of managing freelancer information and history of their Ambience performance
6	TMP	Place AMS on server for Management access	x	23-Dec-03	AGREED SF: Load AMS on Server and securely release to management team.	Improve management and staff focus on operational business
7	TMP	Define roles of all staff to improve personnel productivity	x	23-Dec-03	AGREED MS: Job Specifications being developed by TMP with all staff using AMS 5x5 method: To be implemented over a 6 month period	Get everyone "Doing the right things"
8	TMP	Conduct "Operational Audits" of high risk areas of Ambience business to develop recommendations for Management	x	02-Feb-04	AGREED MS: To be implemented on basis of 2 per week to avoid disruption to business	Improve business efficiency and remove impediments to progress
9	TMP	Review staff induction procedure and incorporate AMS		02-Feb-04	Incorporate AMS into new hire staff induction	Improve staff efficiency and quality conformance
10	D.Watts	Improve external client impressions of Ambience		04-Feb-04	AMS to cover all staff by 1st Feb	Improve Ambience professional image and remove barrier to sales
11	S.Smith	Establish detailed project estimates before final quotes are presented by sales		06-Feb-04	Incorporate into sales process	Improve profitability of productions
12	S.Smith	Make more comprehensive cost data available to key staff		06-Feb-04	Incorporate into sales process	Improve profitability of productions
13	S.Smith	Improve coordination and integration of composers within 3D projects		06-Feb-04	TMP to conduct Operational Audit	Improve profitability of productions
14	S.Smith	Implement better system for 3D freelancer management		06-Feb-04	Incorporate as part of Item #5 above	Improve staff efficiency and quality conformance

**Help
Example
Only**