**LeanStart Assignment Guidelines & Reports for Consultant**

# ****1. Assignment Methodology****

1. Prior to commencement it is advisable for the consultant to contact the Company’s IDA Ireland Project Executive for company history and current business plans.
2. 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.
3. The consultant will inform the IDA Ireland Project Executive of any issue which might affect the progress or outcome of the agreed project.

# environmantal best practice initiative

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

These steps are in line with IDA Ireland’s initiate to drive Environmental Best Practice in client companies.

The consultant will be required to guide the company though the 1st Steps to Green Competitiveness, this will involve the introduction and implementation of:

* A basic Environmental Policy Statement.
* The introduction to & use of a small number of Environmental Management Templates as per the “1st Steps to Green Competitiveness Guidebook” or “1st Steps to Green Competitiveness Guidebook for Service/Office based companies”.

# Day 1: lean introduction –consultant will

* Meet and engage with the owner / key managers in the Company and where appropriate meet with relevant IDA Ireland staff.
* Introduce Lean principles, tools and process mapping.
* Review key cost competitiveness issues (commercial, financial and 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 1st Steps to Green Competitiveness.

# DAY 2-6: CONSULTANT AND 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 and 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 – CONSULTANT AND 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 IDA Ireland staff.

**Reports Required:**

* **Day 1 Report (Appendix 1)**
* **Final Report (Appendix 2)**
* **Case Study (Appendix 3 - once agreed with Corporate)**
* **Targets Achieved (Appendix 4)**

Reports are to be signed off by the Company and the Consultant, it is sufficient for the Company to submit the Consultant’s reports by email, it will be taken as read / signed off. The Case Study may take longer to complete as Corporate sign off may be required. This should not delay grant drawdown by the Company.

**Submit reports in word format** **to** IDA Ireland Project Executive for Company.

**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 Project Executive 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.

# 2. Assignment Costs and Duration

* Any deviation from the 8 to 12-week timeframe must be notified to the IDA Ireland Project Executive.
* 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 IDA Ireland grant up to €5,000.
* It is the responsibility of the Company to claim the LeanStart funding support.
* The Company is responsible for the payment of the Consultant’s fee.

# Appendix 1

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| **LeanStart - Day 1 Report (Template)** | |
| **Company Name** | Click or tap here to enter text. |
| **Company Contact** | Click or tap here to enter text. |
| **Date of 1st Day of Project** | Click or tap to enter a date. |
| **LeanStart Project Details** | |
| **Is the company committed to complete project within 8 – 12 weeks** | Click or tap here to enter text. |
| **List key Lean Team member(s) involved in the project** | Click or tap here to enter text. |
| **What cost reduction project(s) have been identified?** | Click or tap here to enter text. |
| **What key costs / performance improvements are expected?** | Click or tap here to enter text. |
| **Has the 1st Steps to Green Competitiveness been agreed?** | Click or tap here to enter text. |
| **Other comment(s)** | Click or tap here to enter text. |
|  | |
| **Signed by Company Contact** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **Signed by Consultant** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

# Appendix 2

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| **LeanStart Final Report Day 2 - 7 (Template)** | |
| **Company Name** | Click or tap here to enter text. |
| **Company Contact** | Click or tap here to enter text. |
| **List key Lean team member(s) involved in the project** | Click or tap here to enter text. |
| **Date Project Completed** | Click or tap to enter a date. |
| **LeanStart Project Output Details** | |
| **Was an introduction to Lean business practices given to staff? How widespread?** | Click or tap here to enter text. |
| **What cost reduction project(s) have been completed?** | Click or tap here to enter text. |
| **What key/cost performance improvements were delivered?** | Click or tap here to enter text. |
| **Were any further actions agreed?** | Click or tap here to enter text. |
| **Has an Environmental Policy Statement been put in place?** | Click or tap here to enter text. |
| **Has an initial assessment been carried out using the Environmental Management Templates?** | Click or tap here to enter text. |
| **Is there a system in place for their continued use? Is the company committed to do so?** | Click or tap here to enter text. |
| **Other Project Details** | |
| **Will the company implement further Lean projects?** | Click or tap here to enter text. |
| **Is the company aware of potential savings through adopting Environmental Best Practice? Is the company interested in capturing them?** | Click or tap here to enter text. |
| **Do you give permission for IDA to upload the company’s Case Study to our website?** | Click or tap here to enter text. |
| **Other comment(s)** | Click or tap here to enter text. |
|  |  |
| **Signed by Company Contact** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |
| **Signed by Consultant** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

# Appendix 3

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| **LeanStart** Case Study | |
| **Company Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |
| **What we do – Location & Products** | Click or tap here to enter text. |
| **Project Objectives** | Click or tap here to enter text. |
| **Key Challenges** | Click or tap here to enter text. |
| **Key Changes** | Click or tap here to enter text. |
| **Results/Outcomes** | Click or tap here to enter text. |
| **Company Quote** | Click or tap here to enter text. |

# Appendix 4

**LeanStart Project Impact Metrics**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| **Environmental Component** | | | |
| **Has the 1st Steps to Green Competitiveness been implemented?**  **Yes / No** | **If ‘no’ to the previous question, why not?** | **Is the company interested in capturing potential savings through adopting Environmental Best Practice?** | **Comments** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |