

Trip Log Report

| | | | |
|---|--|---|--|
| Names Ahmad Al-Ali (ICT , Innovation Champion) | | Date Documented 14/4/2022 | Location Damascus, Syria |
| The problem: <ul style="list-style-type: none">• the trip log is requested 4 - 6 monthly (by Logistics assistant), and each 3 months (by Grants) and need to remove extra columns each time• Waste of time and effort, redoing the same steps | | The cause: <ul style="list-style-type: none">• The trip log is used to record the trips activity and has many columns each set of columns is used by a Department and for a purpose, we can not remove any columns from the ODK Form but we remove the columns as per the requester | The change: <ul style="list-style-type: none">• looking for a way to remove the columns automatically (as a template) rather than removing them one by one to save time and effort• Use a Excel feature called Macros, used to record the steps and reused it |
| The impact: <ul style="list-style-type: none">• Made templates for the Logs and Grants• Made the steps one time and recorded them with Macros, then we can use it each time with one click and take effect immediately• Time for making the report was (60 min) and after using Macros it is (20 min) total time saved is about 240 min about (4 hours) a Month.• By having an agreement in advance on the report template with the requester, there is no longer a need for feedback after sending the final report.• Saved my time and effort, stop redoing the same step (remove one columns each time) | | | |

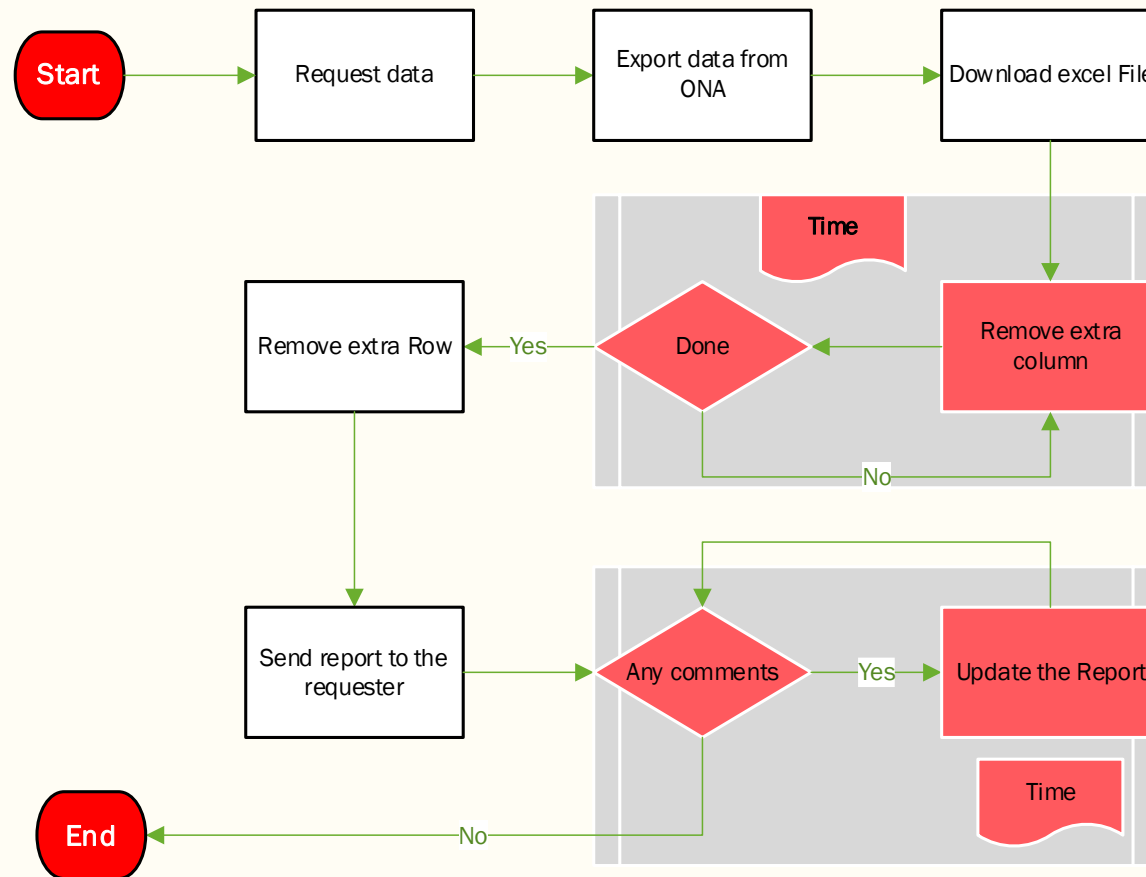
Process/Area **Waste** Assessment (1/2)

| | | | | | |
|------------------------|-----------------|--------------|--------------|-------|------------|
| Process/area assessed: | Trip log report | Assessor(s): | Ahmad Al-ali | Date: | 06-03-2022 |
|------------------------|-----------------|--------------|--------------|-------|------------|

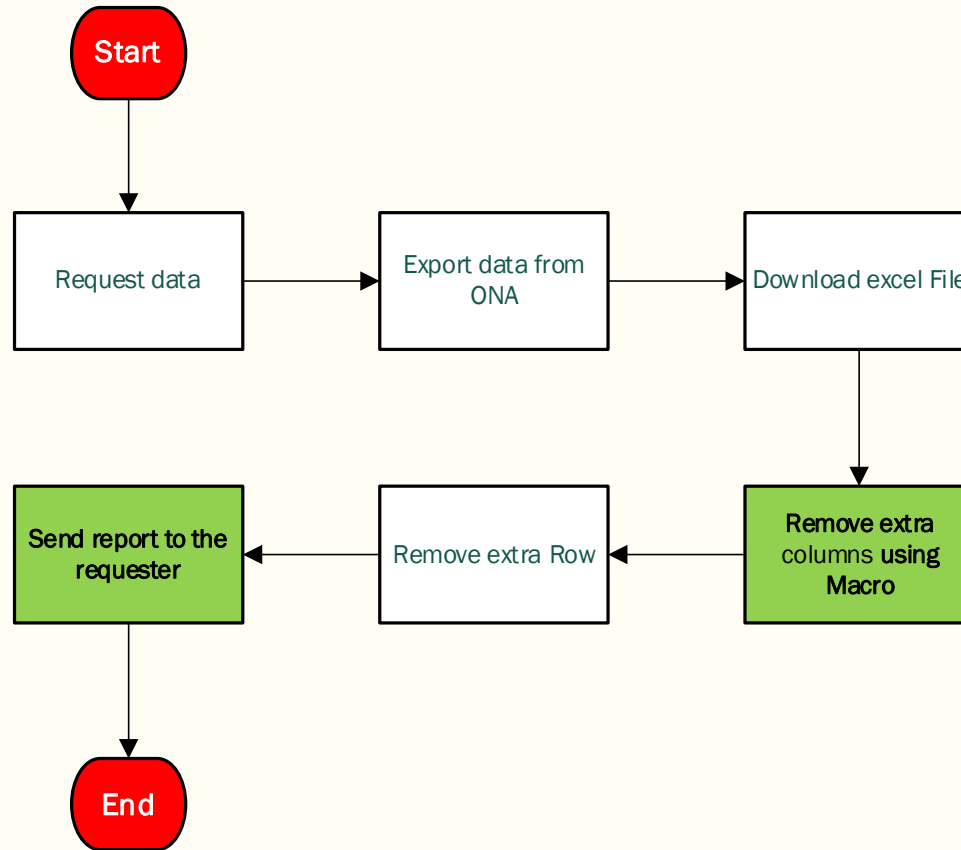
| Waste | Description | Rating | Observations | Suggested Actions |
|------------------|---|--------|--|--|
| Defects | Reviews and inspections | | | |
| | Redoing, fixing, correcting | 2 | removing the extra columns one by one need a long time | find a way the remove all extra columns together (EXCEL Macro) |
| | Scrapping, throwing away | | | |
| Delays | People or machines waiting | 2 | waiting for confirmation | Develop a request template so all information needed is clear from the start |
| | Items waiting to be worked on | | | |
| Excess Inventory | More space than needed | | | |
| | More info than needed | 2 | more rows than we need | remove the extra rows |
| | More items than needed | 2 | extra columns | remove the extra columns |
| Over-production | Things produced too early | | | |
| | Too many things produced | | | |
| Over-processing | Doing more than the customer wants or asks for (extra work, little benefit) | 2 | waiting for confirmation | Develop a request template so all information needed is clear from the start |

Scoring: 1 = Significant waste accepted (really bad), 2 = Significant waste recognized, 3 = Waste controlled, 4 = Waste reduced, 5 = Waste minimized (really good)
 Reminder: Value is determined from the perspective of the customer; some "waste" may be required and good for us to do; other waste we should just stop doing

Trip Log Report (Before)



Trip Log Report (After)



Trip Log Report (Before) screen

[illegible]

Trip Log Report (After) Screen

| # | A | B | D | N | Y | Z | AA | AB | AC | AD | AU |
|----|------------|------------------------------------|--------------------------|------------------------------|-----------------------------|---------------------------|-----------------------------------|----------------------------|------------------------------------|-------------------|----|
| 1 | today | please write your Km reading start | Please select the Driver | Choose Vehicle Number.. | will you go to Gas station? | Km reading at Gas station | how many liters of fuel you get ? | how much you pay for Fuel? | please write your Km reading end ? | trip_distance_cal | |
| 2 | 2020-12-01 | 78858 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78868 | 10 | |
| 3 | 2020-12-01 | 78868 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78873 | 5 | |
| 4 | 2020-12-02 | 78873 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78885 | 12 | |
| 5 | 2020-12-02 | 78885 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78910 | 25 | |
| 6 | 2020-12-03 | 115374 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115378 | 4 | |
| 7 | 2020-12-03 | 115390 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115402 | 12 | |
| 8 | 2020-12-03 | 115402 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115408 | 6 | |
| 9 | 2020-12-06 | 78919 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78933 | 14 | |
| 10 | 2020-12-06 | 115408 | artin_samouelian | Santafe_848240_Silver_2009 | 02_no | | | | 115413 | 5 | |
| 11 | 2020-12-06 | 78933 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78945 | 12 | |
| 12 | 2020-12-03 | 115378 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115390 | 12 | |
| 13 | 2020-12-07 | 115423 | hussein_hasan | Santafe_848240_Silver_2009 | 01_yes | 115430 | 40 | 18000 | 115437 | 14 | |
| 14 | 2020-12-06 | 115413 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115423 | 10 | |
| 15 | 2020-12-06 | 78945 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78953 | 8 | |
| 16 | 2020-12-08 | 78953 | hussein_hasan | Veracruz_848216_White_2009 | 01_yes | 78955 | 40 | 18000 | 78960 | 7 | |
| 17 | 2020-12-07 | 115456 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115460 | 4 | |
| 18 | 2020-12-07 | 115437 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115456 | 19 | |
| 19 | 2020-12-08 | 78967 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78973 | 6 | |
| 20 | 2020-12-09 | 78973 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78985 | 12 | |
| 21 | 2020-12-09 | 78985 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78992 | 7 | |
| 22 | 2020-12-09 | 78992 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 78999 | 7 | |
| 23 | 2020-12-10 | 78999 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79018 | 19 | |
| 24 | 2020-12-10 | 79019 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79039 | 20 | |
| 25 | 2020-12-13 | 79039 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79044 | 5 | |
| 26 | 2020-12-13 | 79044 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79059 | 15 | |
| 27 | 2020-12-13 | 79059 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79063 | 4 | |
| 28 | 2020-12-14 | 79063 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79070 | 7 | |
| 29 | 2020-12-15 | 115460 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115476 | 16 | |
| 30 | 2020-12-15 | 115476 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115482 | 6 | |
| 31 | 2020-12-17 | 115482 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115491 | 9 | |
| 32 | 2020-12-17 | 115491 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115503 | 12 | |
| 33 | 2020-12-20 | 115503 | hussein_hasan | Hyundai HL 767326_Black_2008 | 02_no | | | | 115514 | 11 | |
| 34 | 2020-12-20 | 115514 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115524 | 10 | |
| 35 | 2020-12-21 | 115532 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115539 | 7 | |
| 36 | 2020-12-22 | 79077 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79085 | 8 | |
| 37 | 2020-12-21 | 115562 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115566 | 4 | |
| 38 | 2020-12-23 | 79085 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79089 | 4 | |
| 39 | 2020-12-22 | 79072 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79077 | 5 | |
| 40 | 2020-12-21 | 115524 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115532 | 8 | |
| 41 | 2020-12-23 | 79089 | hussein_hasan | Veracruz_848216_White_2009 | 02_no | | | | 79103 | 14 | |
| 42 | 2020-12-21 | 115539 | hussein_hasan | Santafe_848240_Silver_2009 | 02_no | | | | 115562 | 23 | |
| 43 | 2020-12-22 | 79089 | hussein_hasan | Veracruz_848216_White_2009 | 01_no | 79109 | 40 | 18000 | 79119 | 10 | |