



Production Scheduling & Workflow

Jodi Bellefeuille

Production Scheduling

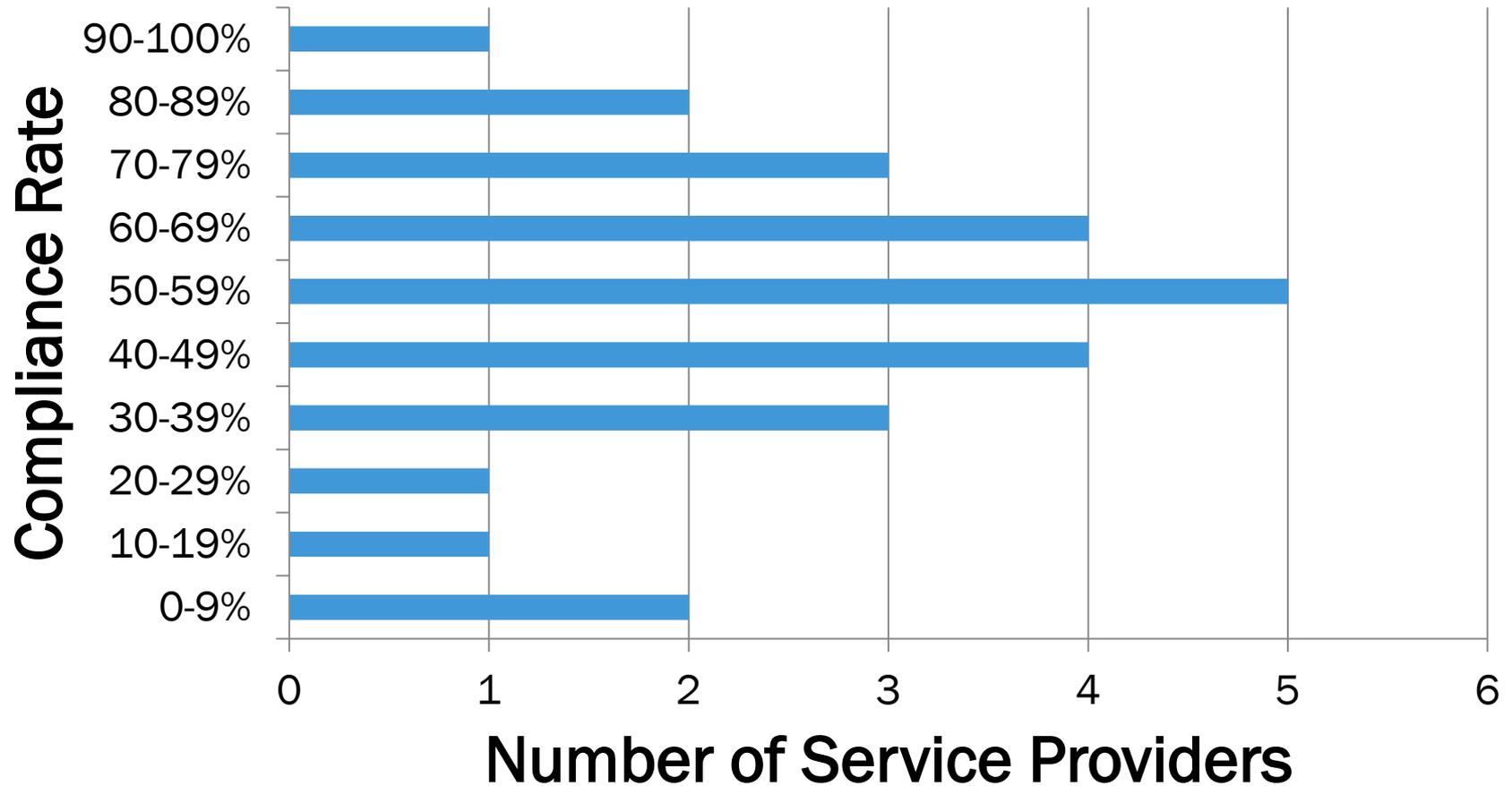
- The Importance of Production Scheduling
 - To ensure spending
 - To meet unit goals
 - To meet DOE field monitoring requirement

Timely Service to Clients

Policy: No more than 90 days should elapse between the earliest site visit and the final inspection date (WAP Manual, Section 1, Page 3)

- Statewide, in PY13, 58% of jobs met the 90 day requirement.
 - Delayed status in WA used for half of jobs over 90 days
 - Highest Compliance Rate: 98.2%
 - Lowest Compliance Rate: 0%

Percentage of Jobs Completed in 90 Days or Less - Program Year 2013



Timely Service to Clients

- Why timeliness matters
 - Good service to clients
 - Builds positive reputation in the community
 - Ensures that funds are managed in line with spending plan
 - Service Providers meet unit goals

Timely Service to Clients

- Effects of untimely service
 - Negative relationship/reputation
 - Disallowed costs
 - Challenge to field monitors to meet minimum of 5% inspections of completed units
 - Re-audit requirement after 90 days pass

Best Practices

- Monitors recognize practices in the field that address timeliness challenges
 - Communication with client at audit
 - Set deadlines throughout the entire job and follow up, track due dates
 - Include contractor deadlines in initial bid requests
 - Service Providers schedule contractors
 - Contractor evaluation
 - Vendor contract include consequences
 - Frequent review of WA reports

MN WAP Production Needs

- Realistic production planning
- 15% completed by 1st monitoring visit
- 30% by 2nd monitoring visit
- 5% of completed units **MUST** be monitored by Commerce

Unique Circumstances

Standard Work Specifications (SWS)

- Weatherization Program Notice 14-4

April 1, 2015:

All units reported to DOE as completed will be inspected to ensure compliance with the specifications outlined in the SWS

Tri-CAP Presentation

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Discussion

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