

Standardisation – Chemical Industry

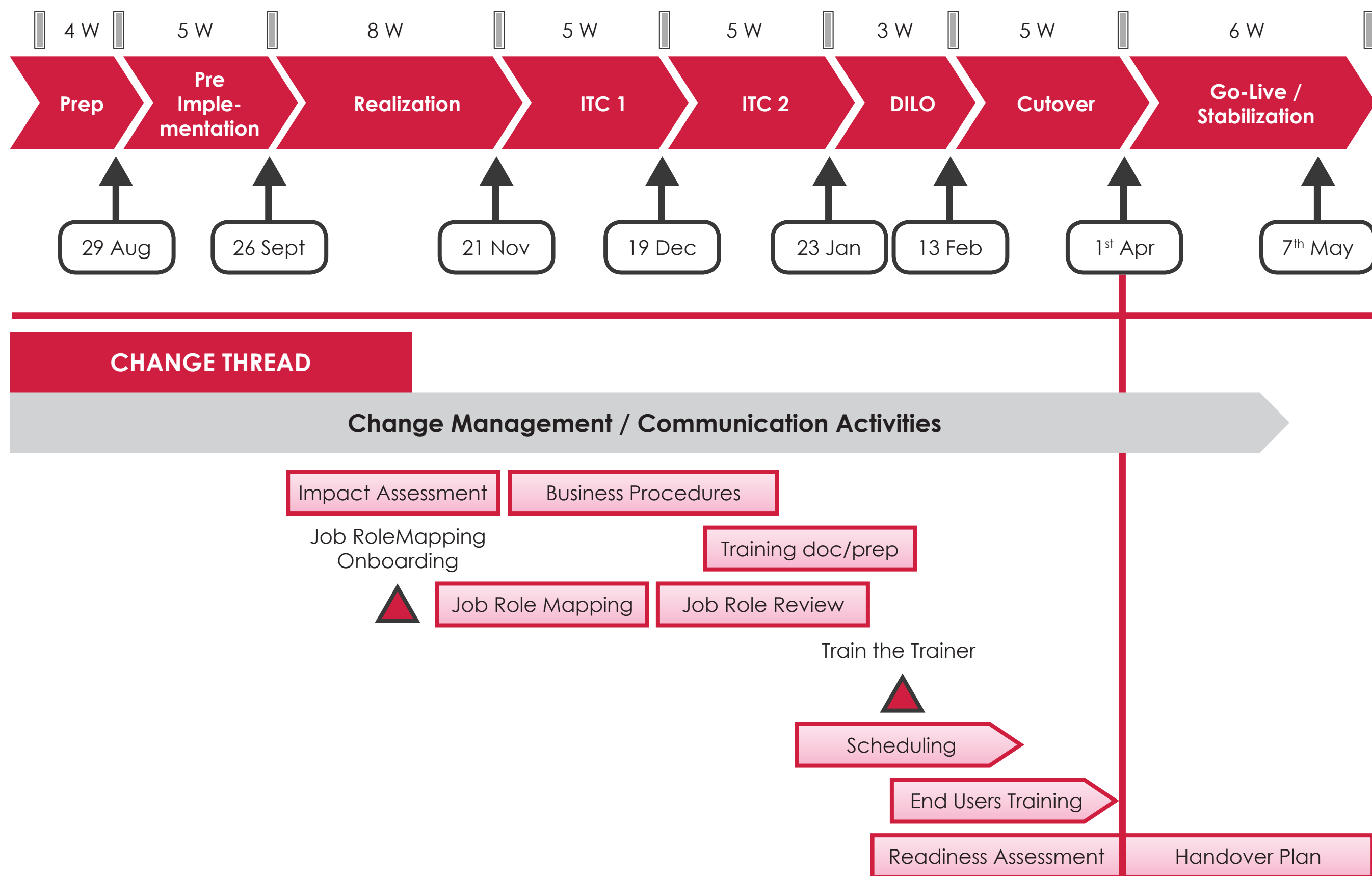
Company's description:
Family-owned company with Swiss HQ and around 8000 employees

Project overview:
Standardisation of processes through system implementations

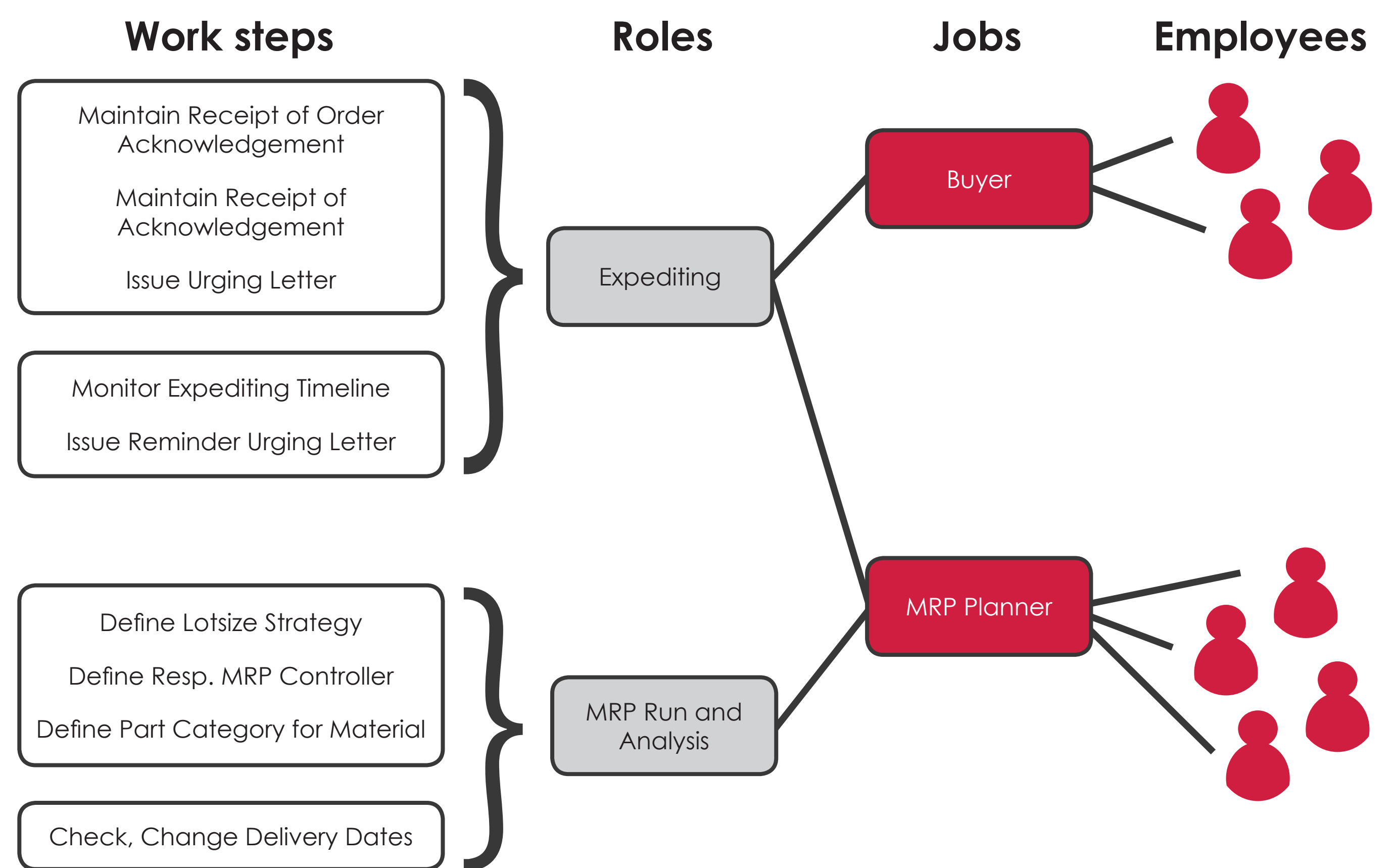
Methods used:
Organisational risk and mitigation management, Organisational Design (OD) database, restructuring and implementation of standard roles

Results achieved:
Cost reduction, centralisation of certain functions, globalisation (with simplified deployment in emerging markets)

Change Management Plan



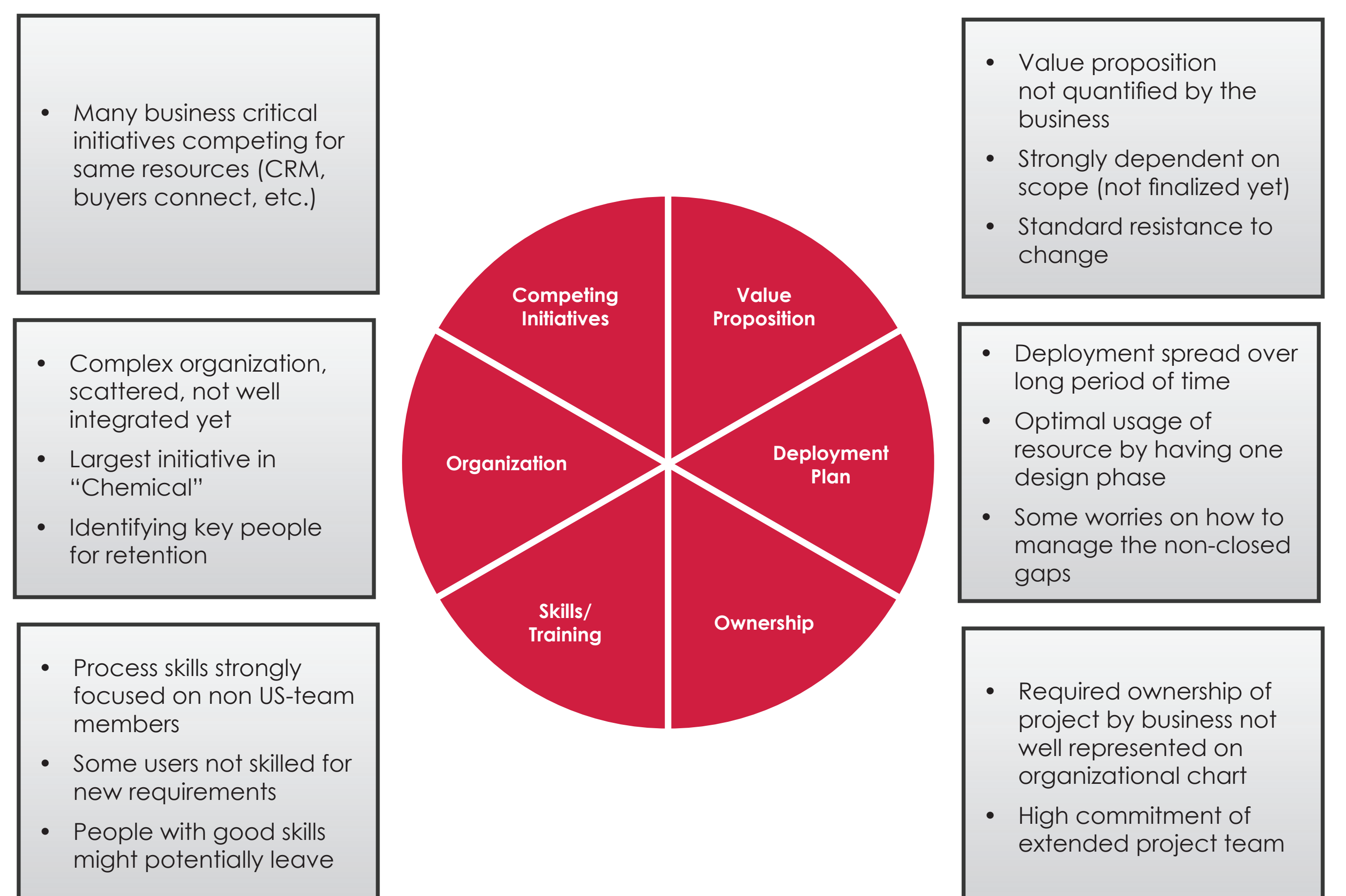
Working with Standard Roles



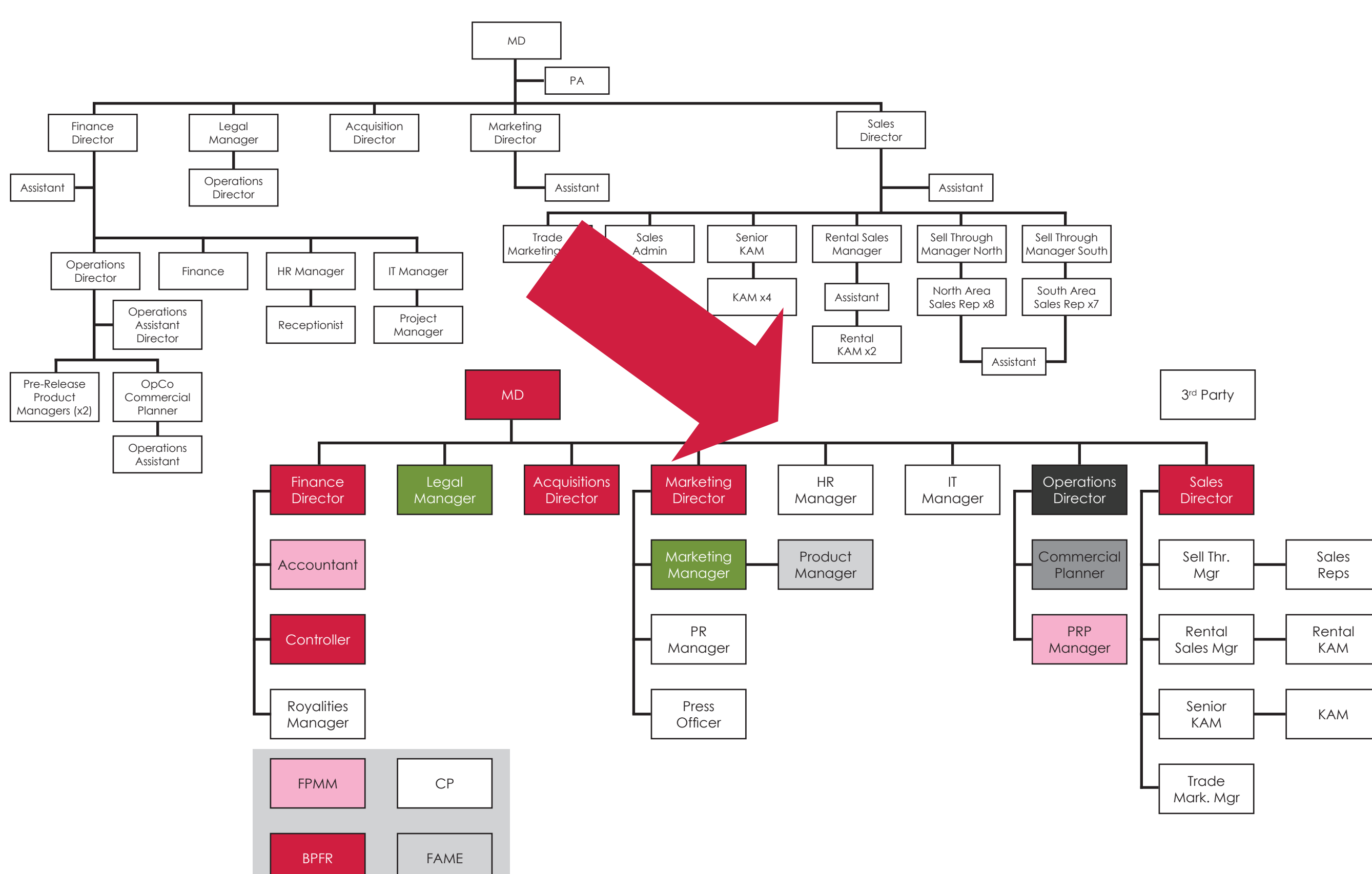
Organisational Change Over Time

	Step 1	Step 2	Step 3
General	Reduction of IT team Reduction of purchasing team Retention issue for people affected in a later phase New IT support organisation	Reduction of IT team Reduction of purchasing team Retention issue for people affected in a later phase New IT support organisation	Reduction of IT team Finance shared service Consolidation of warehouse Order entry centralisation Centralisation of purchasing accounting department New IT support organisation
PTP	Automate way to pick A common AP-Purchasing accounting department Replace data batches by real time availability		
OTC	Customer set up will be centralized Renewal processing will involve less manual intervention for set up and error correction Pricing will enable 2 discounts (one system discount and one discretionary discount) Financial reporting can be conducted at any time instead of having to run a monthly close Customer preferences for invoicing and shipping can be accommodated at customer set up time New product and customer search capabilities. Customers will be notified of out of stock conditions and shipment fulfillment details using email notifications		
MF	New Chart of Accounts and cost centers Different tools and functionality Reduce manual month end processes		

Risk Analysis



Organisational Design



OD Database

Role ID	R65	Role Name	Store Clerk	Created by	Karin Stumpf									
General	Status	Approved	Date	27/09/13										
Functional Team	PTP	Department	Warehousing	Process Flows	PF0998, PF09876, PF9876									
Solution Paper	WH021	Reporting Line	Store Manager	Direct Reports	None									
Role Description	A Store Clerk carries out the activities, which cover the material flow from goods received via storage to issue, to production or to sales order. In order to do this, he has to maintain if necessary, master data (material master or control cycles). In addition, he has to understand surrounding processes and to view the corresponding data.													
Organizational Change	Instead of manual work the Store Clerk will have to enter all information manually or use a hand-scanner				MEDIUM									
Responsibilities	<table border="1"> <tr> <th>Tasks</th> </tr> <tr> <td>Display material Display confirmation production order Display Serial Number Print Goods Receipt Create/ cancel material document</td> </tr> </table>					Tasks	Display material Display confirmation production order Display Serial Number Print Goods Receipt Create/ cancel material document							
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