

# SCUC ISD Purchasing & Supply Department

## 2018-2019 Scorecard Alignment

DISTRICT PRIORITIES AND PURPOSE STATEMENTS			
<b>PRIORITY 1</b> <b>All Graduates will be College and/or Career and/or Military Ready</b>	<b>PRIORITY 2</b> <b>High-performing and Engaged Workforce</b>	<b>PRIORITY 3</b> <b>Highly Satisfied Students, Parents and Community</b>	<b>PRIORITY 4</b> <b>Efficient District and Campus Operations</b>
District Purpose Statement: <b>SCUC strives to prepare every graduate for post high school success in a way that embraces critical attributes outlined in our traits of a graduate.</b>	District Purpose Statement: <b>SCUC strives to engage and develop its staff in order to ensure a high-performing, top workplace environment.</b>	District Purpose Statement: <b>SCUC strives to listen and learn from key customers to provide service excellence in order to build strong relationships and exceed customer expectations.</b>	District Purpose Statement: <b>SCUC strives to embrace and enhance financial accountability and good stewardship of community resources in order to provide maximum allocation for direct instruction purposes.</b>
↑ P1	↑ P2	↑ P3	↑ P4
<b>The Purchasing &amp; Supply Department... will manage cycle times to provide campuses and departments what the need when they need it.</b>	<b>The Purchasing &amp; Supply Department...will develop it's Team members.</b>	<b>The Purchasing &amp; Supply Department...will satisfy it's customers.</b>	<b>The Purchasing &amp; Supply Department...will improve productivity and reduce total costs.</b>
<b>Strategic Goals:</b> In support of Campuses and Departments we will process purchase orders for materials & services within 3 days after receipt of request.	<b>Strategic Goals:</b> 90 % of department staff will be meet or exceed their Specialty Training Standards established for their positions by May 2019.	<b>Strategic Goals:</b> Increase overall customer satisfaction from 83 in 2018 to 87 percent in 2019  Increase Team 1 overall satisfaction from 4.3 (2017) to 4.4 (2018)	<b>Strategic Goals:</b> Department key processes mapped for internal customers in order to identify gaps in department processes with the aim to improve service and reduce waste.
<b>Key Annual Results:</b> <input type="radio"/> Maintain PO Cycle Time Average to 3 days or less. <input type="radio"/> Warehouse Stock item cycle time 2 days or less.	<b>Key Annual Results:</b> <input type="radio"/> All department staff meet or exceed Training standards	<b>Key Annual Results:</b> <input type="radio"/> Increase customer overall satisfaction	<b>Key Annual Results:</b> <input type="radio"/> Department self audit of processes  Findings considered for implementation based on available resources
<b>Key Annual Strategic Actions:</b>  1. Procure quality goods & services in a timely manner. 2. Provide quality goods and services in a courteous and timely manner.	<b>Key Annual Strategic Actions:</b> 1. Implement Dual Channel training plan 2. Create Specialty Training Standards for each Team member. 3. Train and assign trainers to conduct OJT to meet STS task/knowledge requirements 4. Identify and schedule Formal training for employees to attain and maintain proficiency	<b>Key Annual Strategic Actions:</b> 1. Implement periodic Customer Service education for staff 2. Market Purchasing and Supply news for customers 3. Survey VOC for regular short refresher training modules on key processes /tools. 4. Reestablish check six short internal survey	<b>Key Annual Strategic Actions:</b> 1. Refresher/Initial Training on Process Improvement (XRef STS) 2. Map one key process per functional area 3. Incorporate communication as a theme throughout processes 4. Create check sheet and custodian to track department improvements
<b>Key Annual Progress Monitoring Measures:</b> 1. PO Req Cycle Times 2. Supply Req Cycle Times 3. Service Request Cycle times	<b>Key Annual Progress Monitoring Measures:</b> 1. Training Plans established 2. Qualified Trainers assigned employees 3. All employees completed their OJT training plan	<b>Key Annual Progress Monitoring Measures:</b> 1. Internal Key Customer report(NIGP) 2. Team One DSS results 3. Check six survey (leading data)	<b>Key Annual Progress Monitoring Measures:</b> 1. Number of process improvements suggested and implemented 2. Total projected cost savings from implemented improvements

Scorecard Measurement Key (Strategic Actions/Progress Monitoring Measures)		
<div style="display: inline-block; width: 10px; height: 10px; background-color: #27ae60; border: 1px solid white;"></div> Making significant progress or have completed/met goal.	<div style="display: inline-block; width: 10px; height: 10px; background-color: #f1c40f; border: 1px solid white;"></div> Have begun and making progress	<div style="display: inline-block; width: 10px; height: 10px; background-color: #e74c3c; border: 1px solid white;"></div> Have not begun or seeing some barriers towards completion/reaching goal.