

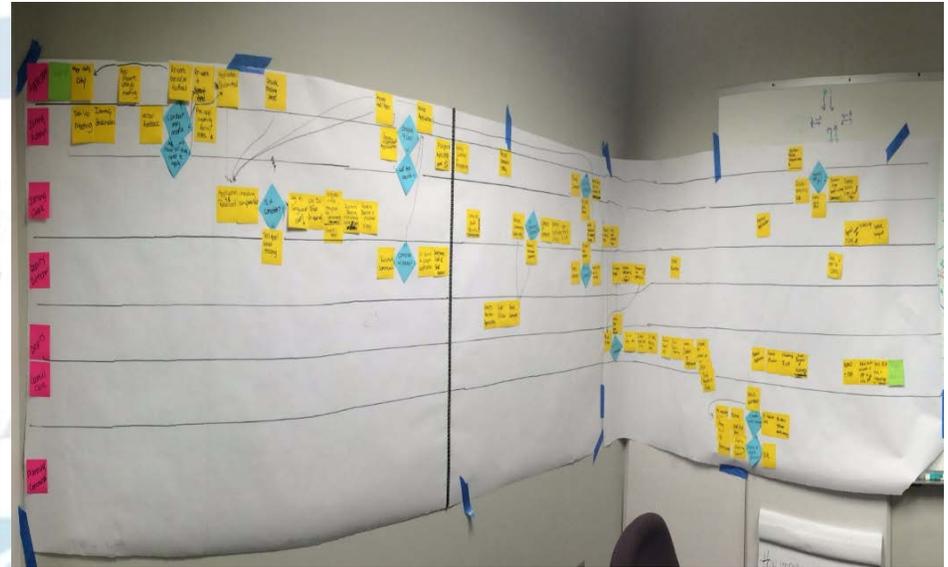
LEAN GAHANNA PROJECT STATUS REPORT

PROJECT: FINAL DEVELOPMENT PLAN REVIEW

DEPARTMENT: PLANNING & DEVELOPMENT

PROBLEM STATEMENT

The Planning & Development Department is constrained by the 30 day period to review and assess final development plan applications prior to submission to the Planning Commission. This process involves multiple departments, elected and appointed officials, as well as the public. There are also many processes with similar workflow within the Planning Commission.



STEPS TAKEN/TOOLS USED

- ✓ Created project improvement team and created a **project charter** to define the issue, challenges, opportunities, and key stakeholders.
- ✓ Utilized techniques such as **process mapping**, **SIPOC**, scoping, and **brainstorming** in conjunction with a **Kaizen event** to define the current process and design an efficient future state process.
- ✓ Tracked implementation through project follow-ups

ACCOMPLISHMENTS

- ✓ Reduced Planning & Development Department steps by 25%
- ✓ Improved application form & instructions
- ✓ Clearly defined “Acceptance” for the 30 day review period
- ✓ Developed a clearer understanding between departments