| **General Project Information** | | | | |
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| **Project Name** | | | **Project Must be Complete by** | |
| ***Company Reroute***  Re-tape Team | | |  | |
| **Date Prepared** | |
|  | |
| **Project Sponsor** | | **Project Manager** | | |
| Tim Balbo | | Jon Crane | | |
| **Team Members** | | | | |
| Julie, Melanie, Jon, Jeremiah and Devin | | | | |

| **Scope Statement** |
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| **Business Need and Problem Statement** |
| We will have garments that will need to be retaped to the new route and day. If we don’t the ID tapes will not match the chip information and when sorting manually either at the customer, branch, or plant the garment will likely not go to the correct customer due to not having the proper route and/or day on the label. |
| **Project Goals and Objectives (Deliverables)** |
| Identify the best way to re-tape all items without bogging down the plant or delaying the garments getting to the customer on the right day. |
| **Benefits** |
| No interruption to customer service. RSP not confused as to what to do with garments. Ease stress on production workload. |
| **Items to Consider** |
| **Identify the garments that need re-tapped** |
| Jeff can run a query that will automatically flag the garments that need to be retaped. This will eliminate the need for RSP’s to tag and separate each account. |
| **How do we get the garments that need to be retaped to production** |
| As the garments will be flagged in the system we decided that instead of separating and processing the garments separately all garments from that branch will be processed first thing in the morning and sent through as quickly as possible allowing us maximum time to do the retaping. Any garment that needs to be retaped will automatically be pulled due to the flag. |
| **How de we get the garments to Service** |
| After the garment has been retaped it will go through the normal sorting process and automatically be placed on the correct route. |
| **Timing** |
| If needed we will work on Saturdays to get ahead or catch up. Customers switching days will be addressed by the Service Implementation Team |

| ***We agree that this is a viable project, and we will support it.*** | |
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| Date: | Date: |
| **Project Manager** | **Program Manager** |
| Date: |  |
| **Sponsor** |  |