# AS-IS PROCESS ANALYSIS (INEFFICIENCIES, DELAYS, BOTTLENECKS)

**Project Title:** Production Management Optimization System (PMOS) for SMEs

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## 1. Inefficiencies (Processes that Waste Time and Effort)

Below are the main areas in the current (AS-IS) production management workflow where **time, effort, and accuracy** are being wasted:

### 1️⃣ Manual Production Tracking (Paper & Excel)

- **Problem:** Supervisors record production data (output, downtime, defects) manually on paper and later re-enter into Excel.
- **Impact:** Double work, data entry errors, and outdated information by the time reports are completed.
- **Time Wasted:** Each shift report takes 1–2 hours to compile and verify manually.

### 2️⃣ Delayed Attendance Updates

- **Problem:** HR tracks attendance separately on Excel or sign-in sheets. Data isn't shared with production in real time.

- **Impact:** Supervisors don't know which operators are present or absent until mid-shift, causing idle time or unplanned rescheduling.

- **Time Wasted:** Delays shift start time by 15–30 minutes daily, reducing productivity.

### 3 Manual Quality Checks

- **Problem:** QC inspectors log defects on paper, and production teams receive feedback days later.

- **Impact:** Late response to quality issues leads to rework, waste, or defective batches continuing undetected.

- **Time Wasted:** QC–production communication lags 1–2 days, increasing error risk.

### 4 Lack of Centralized Data

- **Problem:** HR, Production, and QC maintain separate Excel sheets that are not synchronized.

- **Impact:** Data mismatch across departments (e.g., HR attendance ≠ production reports ≠ QC results).

- **Time Wasted:** Staff spend hours cross-checking spreadsheets or emailing files daily.

### 5 Manual Report Consolidation

- **Problem:** End-of-day production reports are manually summarized and sent to management late.

- **Impact:** Management decisions are based on incomplete or outdated information.

- **Time Wasted:** Reports often delayed by 1–2 days, reducing responsiveness.

## 2. Bottlenecks (Where the Process Gets Slowed Down or Blocked)

Below are the key **points of delay and workflow disruption** in the AS-IS process.

### 1 Lack of Real-Time Data for Decision-Making

- **Problem:** There is no centralized system for supervisors or managers to monitor ongoing production.
- **Bottleneck:** When performance drops or downtime occurs, no one knows until the shift ends.
- **Result:** Delayed corrective action and extended downtime.

### 2 Shift Planning Delays Due to Attendance Gaps

- **Problem:** HR attendance is updated manually and not linked to shift planning.
- **Bottleneck:** Production supervisors can't assign operators efficiently when staff are absent.
- **Result:** Idle machines and uneven workload across lines.

### 3 Uncoordinated QC and Production Communication

- **Problem:** QC reports are delivered manually to supervisors after inspection, often post-shift.
- **Bottleneck:** Production cannot adjust immediately to defect patterns.
- **Result:** Repeat errors, increased scrap, and longer lead times.

### 4 Manual Report Validation

- **Problem:** Each department verifies Excel data separately before reporting to management.
- **Bottleneck:** Multiple back-and-forth checks delay daily summary completion.
- **Result:** Reports submitted 24–48 hours late, reducing management responsiveness.

### 5 Managerial Decision Lag

- **Problem:** Reports reach managers only after consolidation, not in real time.

- **Bottleneck:** Managers make decisions based on yesterday's data.

- **Result:** Ineffective corrective actions and missed production targets.

## 3. Pain Points (Where the Business or Employees Suffer)

These are the **consequences** of inefficiencies and bottlenecks that directly impact performance, morale, and profitability.

### 1 Production Downtime and Idle Labor

- **Problem:** Delays in communication between HR and production lead to idle operators and machine downtime.

- **Suffering:** Factory productivity drops 10–20% daily; supervisors under constant pressure to "catch up."

### 2 Inaccurate Data and Misaligned Reports

- **Problem:** HR, Production, and QC data don't match due to manual entry.

- **Suffering:** Managers lose trust in the data; decisions are made based on assumptions, not evidence.

### 3 Late or Incomplete Reports

- **Problem:** Manual reporting delays cause management to review outdated information.

- **Suffering:** Key opportunities for performance improvement are missed; inefficiency persists.

### 4 Rework and Waste from Late Quality Feedback

- **Problem:** QC issues discovered too late lead to defective batches requiring rework.

- **Suffering:** Material waste, higher costs, and production delays reduce profitability.

## 5 Low Employee Morale

- **Problem:** Repetitive manual work and lack of digital tools make tasks tedious.

- **Suffering:** Staff frustration leads to low engagement and poor adherence to process discipline.

# 4. Summary of Problems in Simple Terms

| Category | Problem | Impact on Business |
|---|---|---|
| **Time Wasting** | Manual entry, duplicated work (paper + Excel). | Slows down every department by 2–3 hours daily. |
| **Process Delays** | Departments work in isolation with no data sync. | Causes delays in planning, QC, and reporting. |
| **Communication Gaps** | HR–Production–QC not integrated. | Missed updates, poor coordination, and bottlenecks. |
| **Data Inaccuracy** | Multiple versions of Excel files. | Inconsistent KPI tracking and poor management visibility. |
| **Customer/Business Loss** | Delayed output, inconsistent quality, idle time. | Lost revenue, lower efficiency, and poor reliability. |