



Estimated Average Flow Time

Work Arrival	15 Mins
Working	220 Mins (3hr 40 min)
End of Shift	20 Mins

Estimated Cycle Time: 4.33 hrs

Optimizing Work Schedule:

Eliminating Waste - I can eliminate about 5 minutes during the end of my shift by recording my time after putting away my materials, so I can put my work away, give my manager my timesheet, and put my papers in the shred box in the same trip.

Workflow Orchestration - I could add completing the sign in sheet to walking to my desk since I pass it on my way in. If allowed I could also be more efficient by grabbing work on my way to my desk, but certain rules currently in place prevent me from doing so.

Governance Models - The only main security threat is walking back to my car as it is dark during this time. But we have a security guard just inside the building, there is some lighting in the parking lot, and I leave at the same time as many others.