

Business Report

Subject: Reduction in Hours Spent Tracking Orders

Prepared by: Meerub Sultan

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Introduction

Previously, Emily Bakes Cakes had a paper records system making custom cake ordering a tedious task for employees taking up around 50% of their time. Once all cake requirements had been written down onto a piece of paper it had been placed in a pink basket which every employee must refer to to create the order. To streamline this process we have created a graphical user interface to handle custom cake orders.

Requirements Met

The GUI includes real-time order tracking allowing employees to see the most current status of each custom cake order. Instead of having to pass the slip around from the staff who took the order to the bakers to the decorators then back to sales, employees now have a centralized location where they can go and see what they need to do to prepare each order. Another feature that helps employees keep track of the orders that have been placed are the alerts placed in the GUI letting employees know that a cake should be prepared for pick up 4 hours prior.

Considering these key changes made to the business we have now seen that time tracking order has reduced to only XX% of an employee's time.

Conclusion

The implementation of our GUI has led to significant reduction in the number of hours spent manually tracking cake order. Now employees have a substantial amount of time to focus on other activities critical to the business. In conclusion the GUI has proved to be an effective tool which optimizes your operational workflows and will continue to do so.