

Executive Green Belt -Reference Document

-Contracts
-Process
-Vacancy

The COE strives to ensure that Executive Green Belt Training is easily applied to any agency at any time. This document can be used as a tool by leadership to help guide them to begin finding potential opportunities for improvement. We encourage using this worksheet by yourself or with teams to have discussions about opportunities. Below the COE has gone through several of hundreds of executive decisions submitted to us over the last 4 years and found some common themes.

Contract Savings

There are 3 main areas that we recommend inspecting if a contract is going out to bid or if it is simply time to do a comprehensive review of current contracts.

1. Eliminate/ Reduction of contract
2. Lease Savings
3. New Contract Measures

Nebraska Examples:

- Consulting Contracts
- Software Licenses
- Database Contracts
- Cellphone/ Landline Contracts
- Rent
- Service Contracts

Process Change Savings

Consider the following themes when looking for process changes in your agency:

1. Converting to electronic
2. Reduction in Paper Waste
3. Updating Policies and Procedures
4. Changing when and what we buy as products

Nebraska Examples:

- Buy Product off Season
- Eliminate duplicative reporting
- Electronic Signatures
- Reduce unnecessary mailing
- Participate in Conference to waive fees
- Convert to electronic process

Vacancy Savings:

Sometimes organizational growth or restructuring can cause us to adjust the total head count needed to perform work. This is what the COE calls vacancy savings. Questions to ask when assessing could be:

- How long has this position been vacant?
- How is the team's performance without this position being filled?
- Is there elsewhere in the organization that I could use this position?