



MOLLOY MANAGEMENT GROUP
 Efficiency Quantification Worksheet
 Project Planning Phase

We lose between .1 and .28 hours of productivity time at each instance of
TASK REDIRECTION

How many times are there immediate (less than 3 hours) turn-around tasks given in your office?

Per Week:	x 4.3 = p/mo:	x .2 = hrs p/mo	x Bill Rate	x12=Annual Cost

How many urgent situations come up in which you or your staff need to stop and begin another task before finishing their current task?

Per Week:	x 4.3 = p/mo:	x .2 = hrs p/mo	x Bill Rate	x12=Annual Cost

We lose between .09 and .24 hours of productivity time for each **TASK START AND STOP**

How many times do you get interrupted and have to stop what you are doing to answer the phone, take a call, answer a question or tend to an immediate need?

Per Week:	x 4.3 = p/mo:	x .2 = hrs p/mo	x Bill Rate	x12=Annual Cost

How many times do you interrupt a team member and have them stop what they are doing to answer a question, come look at something or handle something immediately?

Per Week:	x 4.3 = p/mo:	x .2 = hrs p/mo	x Bill Rate	x12=Annual Cost

We lose between .08 and .15 hours for each duplicated or **REDUNDANT COMMUNICATION**

How many times per week do you repeat yourself or have to make a request multiple times?

Per Week:	x 4.3 = p/mo:	x .1 = hrs p/mo	x Bill Rate	x12=Annual Cost

How many times does a team member not know that they were supposed to do something and you or a team member has to remind them?

Per Week:	x 4.3 = p/mo:	x .1 = hrs p/mo	x Bill Rate	x12=Annual Cost

How many times do you find a mistake that needs to be fixed or re-done?

Per Week:	x 4.3 = p/mo:	x .1 = hrs p/mo	x Bill Rate	x12=Annual Cost

How much time in a week does your team spend trying to find things?

Per Week:	x 4.3 = p/mo:	x average time	x Bill Rate	x12=Annual Cost

How many times does a question or request for information get passed on more than once? (I.E. Person with the question asks the next person who needs to ask another person and so on)

Per Week:	x 4.3 = p/mo:	x .1 = hrs p/mo	x Bill Rate	x12=Annual Cost

How many time does a piece of information have to pass from one person to the decision maker?

Per Week:	x 4.3 = p/mo:	x .1 = hrs p/mo	x Bill Rate	x12=Annual Cost

How much time in a week does your team spend following up to get info they need to finish a task?

Per Week:	x 4.3 = p/mo:	x average time	x Bill Rate	x12=Annual Cost

How much time in a week do you and team members spend trying to get information you need from other team members?

Per Week:	x 4.3 = p/mo:	x average time	x Bill Rate	x12=Annual Cost

It costs at least 30% of annual salary per EMPLOYEE TURN-OVER.

How many turn-over's have you had in the last 15 months?

Total #:	Total Combined Salaries:	x .3

Total Annual Cost for Inefficiency: