Template Legend

Overview

and suggestions for changes and assess benefit or level of effort where known

- Use additional information space for any other pertinent or relevant documentation to support change
- Use as much space needed to thoroughly capture problem statement, potential solution, etc

Suggestion Improvement (Title Description)

Abbreviated title description of the idea/suggestion

Suggestion

- Suggestion number as documented on the Idea log, if assigned
 - For new ideas, write "New" by Suggestion number

Submitted By

Name of Committee member submitting the idea/suggestion

Date Submitted

Date the idea was submitted by Committee Member

Item Category/Area

Desscribe if idea involves mail prep, mail entry, software/systems, pricing?

Class/Shape

List the class and shape affected by the idea/suggestion

Problem Statement

Describe the issues, the impact to the Mailer/USPS, or other reasons for change. What needs to be improved?

Additional Issues/Concerns

• What are the barriers/gaps affecting greater efficiencies, growth etc?

Potential Solution

Provide a clear description of the improvement, change, or resolution to the problem. What needs to happen in order for the change to occur?

Benefit/Effort Analysis

- For each factor in the benefit analysis, select the appropriate range of benefit from the choices provided.
- For each factor in the effort analysis, select the appropriate involvement and level of effort to make the changes described in the Potential Solution section.

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Additional Information

Add any other pertinent or relevant info supporting or clarifying idea/suggestion

Timeline

• Describe how much time may be involved to implement idea/suggestion

Milestones

List any important events that would need to occur

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class / Shape anufacturing/Production ethod volume Affected volume Affec	uggestion/Improvement Name)	Suggestion (#)
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Mailer Effort Analysis – Select the appropriate involvement and level of effort to make changes.
Time for Mailer to Implement Change <3 months / 3-6 months / 6-12 months / >1 year
Costs for Mailer to Implement <100K / 100-500K / 500k-1M / >1M
Involves Mailer IT/System Changes None / 1 System / Multiple Systems / New System & Process Change
Additional Comments for Analysis:
<u>USPS</u> Effort Analysis – Select the appropriate involvement and level of effort to make changes.
Time for USPS to Implement Change <3 months / 3-6 months / 6-12 months / >1 year
Costs for USPS to Implement <100K / 100-500K / 500k-1M / >1M
Involves USPS IT/System Changes None / 1 System / Multiple Systems / New System & Process Change
Additional Comments for Analysis:
Additional Information – Add any pertinent info about implications or dependencies
Timeline – What is the projected time frame for implementing the solution?
Milestones – What key Milestones would need to be achieved?
What key whet would need to be achieved:

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