

Mail Prep Entry Change/Improvement Analysis Template

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

- Describe 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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Suggestion/Improvement (Name)		Suggestion (#)	
Submitted By		Date Submitted	
Category / Area		Class / Shape	
Manufacturing/Production Method		Volume Affected	

Problem Statement - Describe the issues, the impact to the USPS/Mailer, or other reasons for change.

Additional Issues/Concerns – List any other issues or concerns related to the problem.

Potential Solution - Detail the ideas/suggestions for improvement or resolution to the problem.

Mailer Benefit Analysis – Select the appropriate range of benefit from the choices provided.

Improves Productivity/Efficiencies for Mailer <10% / 10-25% / 25-50% / >50%

Decreases Yearly Operating Costs to Mailer <100K / 100-500K / 500k-1M / 1M

Overall Degree of Benefit to Mailers Negative Benefit / No Benefit / Some Benefits / Very Beneficial

Additional Comments for Analysis:

USPS Benefit Analysis – Select the appropriate range of benefit from the choices provided.

Improves Productivity <10% / 10-25% / 25-50% / >50%

Improves Service Performance Decreases Service / No Change / Some Improvement / Significant Improvement

Decreases Yearly Operational Costs to USPS <100K / 100-500K / 500k-1M / >1M

Overall Degree of Benefit to USPS Negative Benefit / No Benefit / Some Benefits / Very Beneficial

Additional Comments for Analysis:

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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:

USPS 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?