Project Title: Efficiency Tracker

Project Category: Company Contribution

Objective: Design a basic tracking system to monitor common delays, repetitive tasks, or inefficiencies in daily operations. Use this data to identify areas for improvement and suggest potential solutions that could save time or streamline workflows.

Step-by-Step Instructions:

Step 1: Define the Scope - Ask your supervisor: - Which processes or areas seem slow, repetitive, or frustrating? - What problems have come up recently that affect workflow? - Are there particular tools, departments, or timeframes to focus on?

Step 2: Set Up a Tracking Sheet - Create a spreadsheet (in Excel or Google Sheets) with the following sample columns: - Date - Department/Team - Task or Process Observed - Problem or Inefficiency (e.g., long wait, repeated steps) - Time Lost (estimated in minutes) - Notes/Suggestions

Step 3: Observe and Record - Spend time watching or doing the task being tracked. - Talk with team members to get their perspective. - Record examples of inefficiencies or delays that you observe over a 1–2 week period.

Step 4: Analyze the Data - Look for patterns: Are the same problems coming up in multiple places? - Which issues result in the most lost time? - Are there small changes that could make a big difference?

Step 5: Propose Solutions - Based on your observations, create a short list of improvement ideas. - Prioritize ideas that are realistic, low-cost, and high-impact. - Format as a short summary or presentation: 1. What's the issue? 2. Why does it matter? 3. What's a possible fix?

Step 6: Review and Share - Share your findings and ideas with your supervisor. - Ask for feedback or permission to pilot a change (if appropriate).

Deliverables: - Completed Efficiency Tracker Spreadsheet (1–2 weeks of data) - 1-page Summary of Findings and Suggestions - Optional: Slide or chart visualizing time saved

Estimated Timeline: 2–3 weeks

Skills Practiced: - Observation and critical thinking - Data collection and interpretation - Problem solving - Professional communication - Initiative