



Past Year's Assessment

IpsumVision

As every year in December, it is time to review the major events of the year. Achievements as well as fails needs to be analyzed to improve company knowledge and get prepared to face coming year with higher expectations.

1 - To perform this audit, you first list all the departments of your business and audit each one with it's managers. But your time is important and you want to be efficient doing it and that is why we provide the template below:

2 - What worked / What didn't ?

List what worked well or better than expected

List what failed to reach your expectations

If you don't want to spend too much time, start with what failed

2 - Result is dependant on what we are doing / on external factors? - Looking for reasons

What part of the result depends on your team and your processes in place. This is the part where you want to work and improve your output.

What part of the result is coming from external factors. For this, you can just find ways to reduce the impact of it in case it happens again.

3 - How do you know if you are on tracks?

The only way is to set performance numbers (Performance numbers topic will be detailed in a later newsletter).

If you dont know where to start, use the ones that are already in your books.

Then you can decide and list what could be good numbers to track and their performance thresholds.

You will find below a list of possible reasons for :

Production

not enough working team

Wrong decisions

Late planning

Wrong production plan (inputs, quantities)

Missing observation => catch situation too late

Missing room

Unexpected weather

Machinery reliability

Sales

Wrong planning

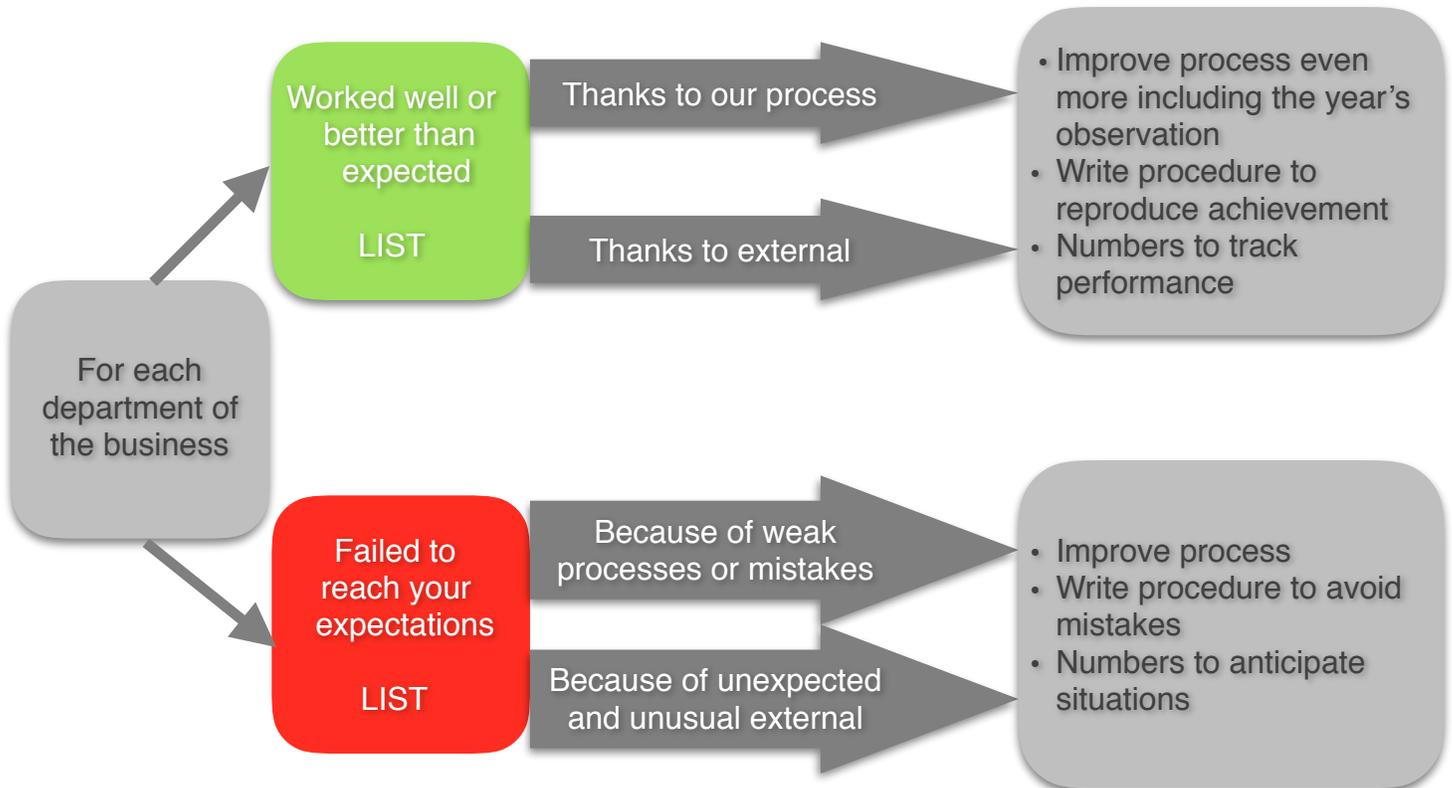
Inaccurate inventory

Marketing program

Conclusion :

Reviewing the year's achievements and fails is one of the most important tasks of the manager. It is the only way to improve the results by tracking performance and writing processes. Once it is implemented, during the next season, you will be able to look at the big picture knowing more things are under control of your system.

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Source : www.ipsumvision.com

Need help to implement year assessment in your company?

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