

# OBJECTIVE CONSIDERATION CHECKLIST

Objective Consideration	Objective Result	√ = Yes x = No
<b>REDUCE WASTE (EFFICIENCY):</b>	Decrease Workload Reduce Overtime Free skilled people from routine work Reduce “down” or “off” time of equipment Increase off-line operations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>REDUCE COST (ECONOMY):</b>	Reduce number of operations performed Reduce size of quantity of equipment Reduce man-hour requirements Reduce number of reports produced Reduce distribution of reports	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>BETTER INFORMATION (ACCURACY):</b>	Increase accuracy of input/output Select better reporting elements Improve distribution (right data to right people) Increase precision or capacity of equipment used Increase flexibility or variety of processing operations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>MORE CURRENT INFORMATION (TIMELINESS):</b>	Provide more frequent reports Decrease throughput time (effective date of information) Cut-down process turnaround time Reduce reproduction service time Reduce distribution/transmission times	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>MORE OUTPUT FROM AVAILABLE RESOURCES (PERCEPTIIVITY):</b>	Increase hardware utilization Provide more compaction of data Eliminate redundant operations Eliminate unnecessary operations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>