

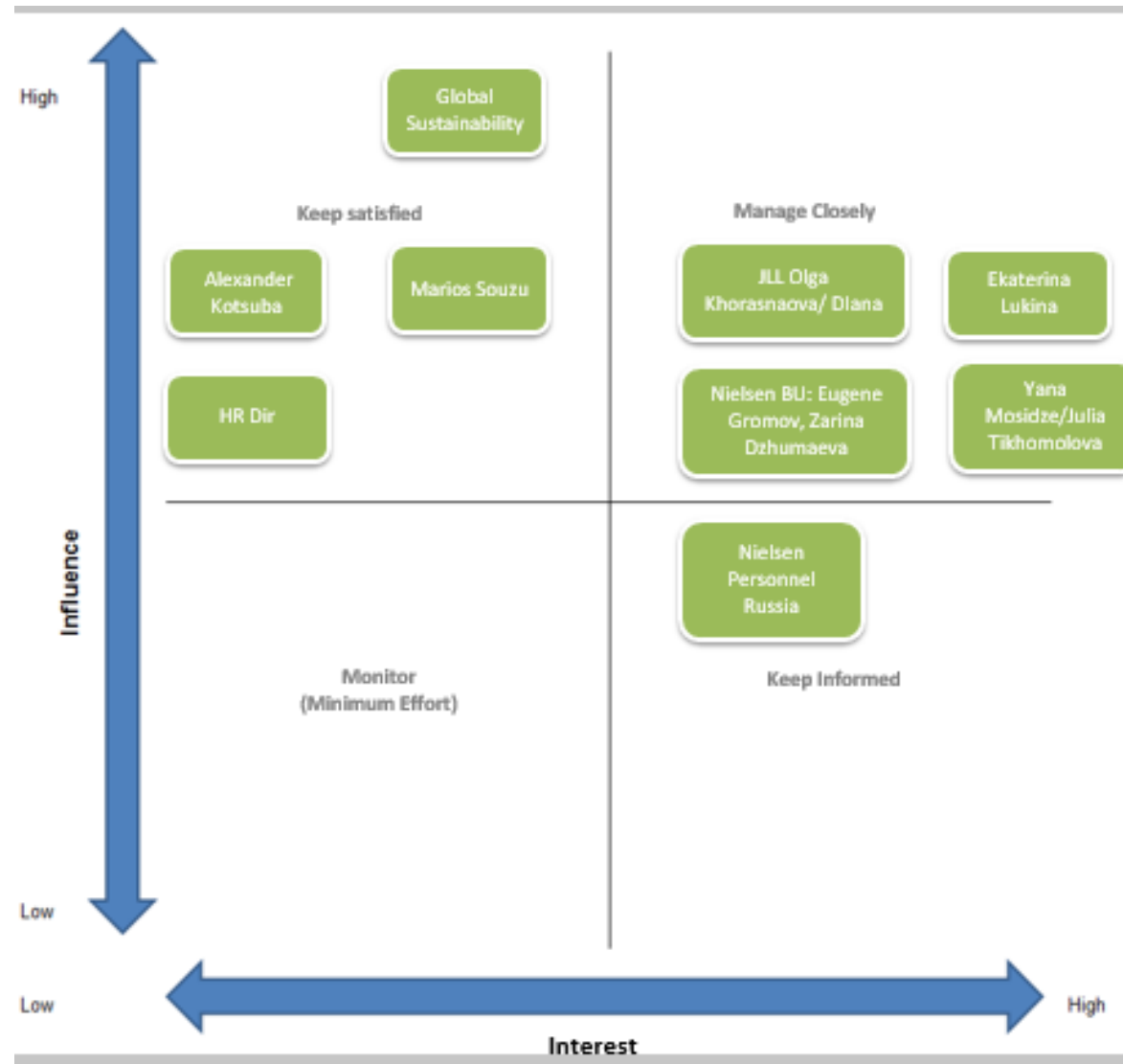
# Tips and Hints from Olga Khorasanova

## Green Belt Lean Six Sigma – IFM JLL at Nielsen site

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- Get your PID ( Project Initiation Development) ready.
- Get your cognitive diversity project group working fast and well
  - Create the best collaboration in the a work group
  - Not tool little (diversity) and not too much
  - You shall design team, but also to adapt when circumstances change
- With this in mind and building productive groups you shall receive optimal results for your project.

# Stakeholder analysis diagram



# Project Charter initiation

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- Project initiation
- Purpose of the project - clearly set the goal (it shall not be big) for example in travel might be “Increase number of bookings purchased in advance 7+days in at 5% to reach the target of 55%.
- Get your Stakeholders approval for this project. It shall not take more then 15-20% of your working time. **If only Project Management is not your full time job 😊**

# Use statistics As Is and Process Map As Is

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- Get your partners understanding
- Who is leading the project
  - Supplier
  - Corporate
  - Technology
  - Professional PM
- Good if you have internal PM who can leverage and get most from each group – mostly for local small projects
- For global projects – OBT implementation, or Payment solution implementation – supplier and technology input are prevailing, as they know market conditions and specific

# Use different techniques while the project lasts (simple)

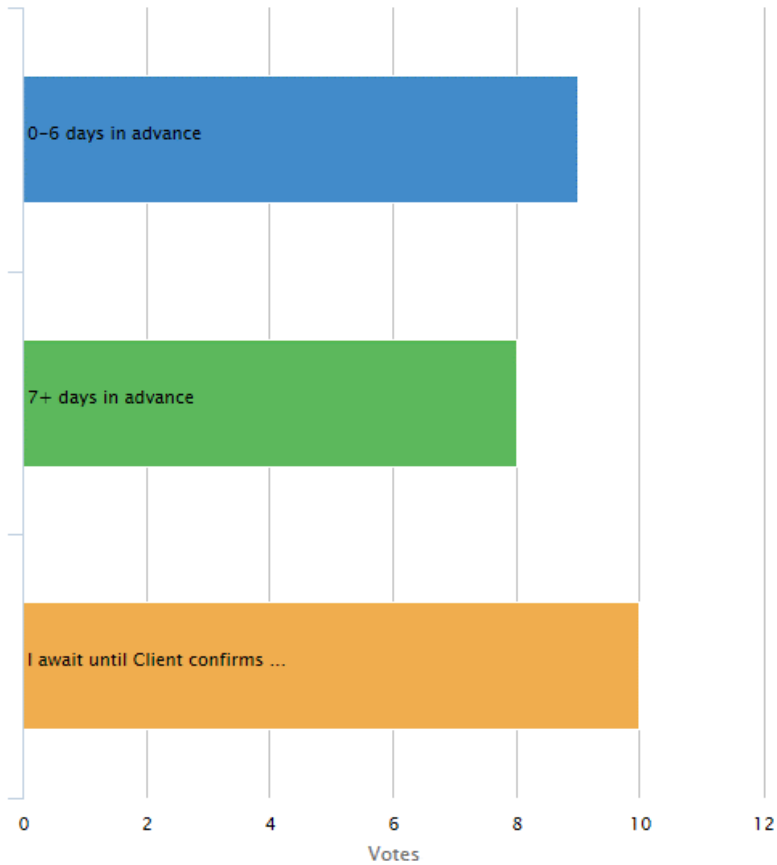
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- **Create process AS IS**
- **Create process TO BE**
- **Use Brainstorming Affinity diagram**
- **Communication Plan**
- **Statistical Validation**
- **Cost Saving and other benefits**
- **Control plan as you wish your project to sustain for a certain period of time**
- **And finally get your Finance consent for the cost savings figures. Final deliverables in the project**

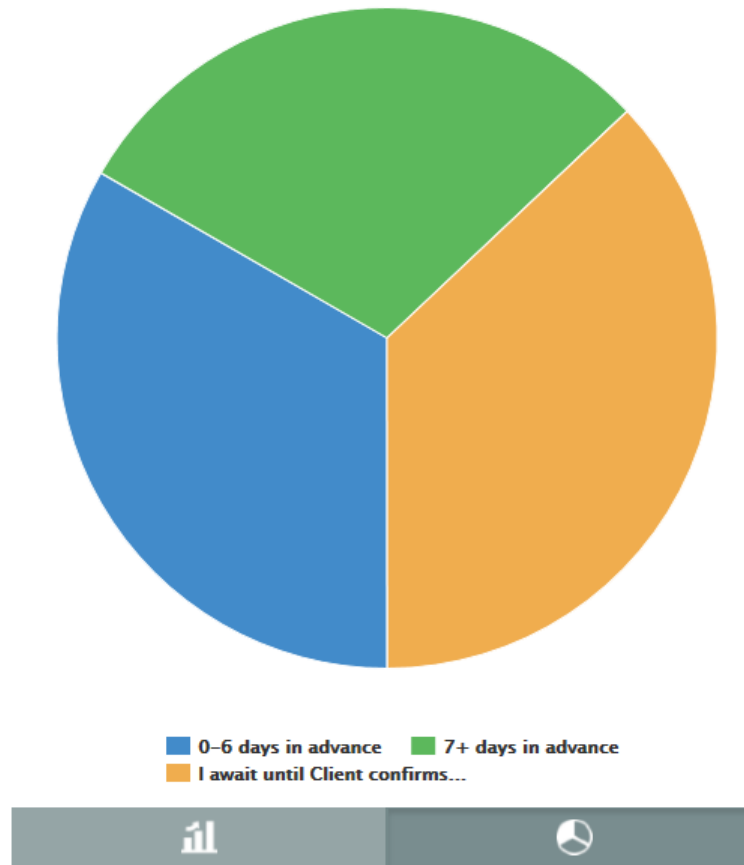
Appendixes (sample)

# Use variety of brainstorm technologies - Polly Brainstorm Affinity Diagram

How far in advance you book the AIR TICKET?



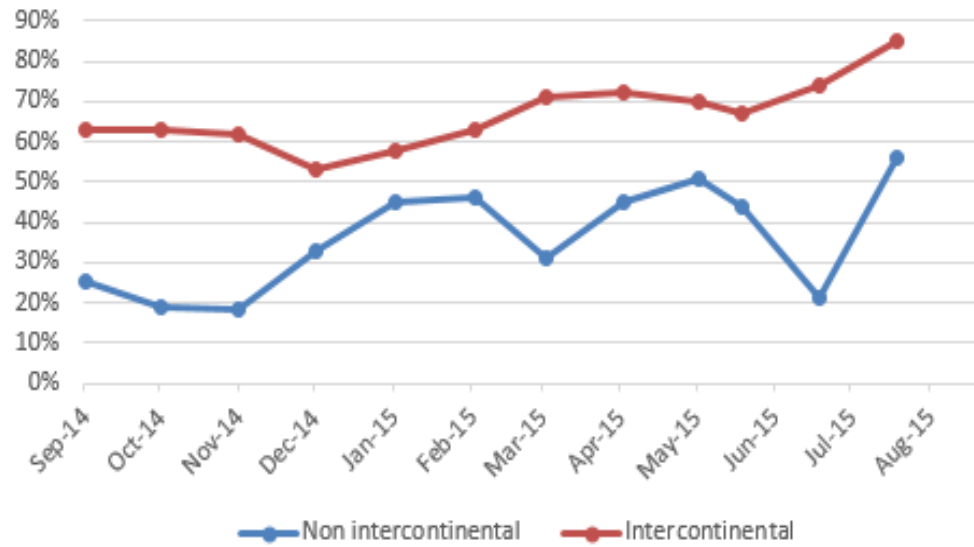
How far in advance you book the AIR TICKET?



**Business Advance booking trend IGEM FY15**

	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15
<b>Non intercontinental</b>	25%	19%	18%	33%	45%	46%	31%	45%	51%	44%	21%	56%
<b>Intercontinental</b>	63%	63%	62%	53%	58%	63%	71%	72%	70%	67%	74%	85%

Business ADVP trend IGEM FY15





## Influencing business travelers' behavior model in business travel

Posted on [October 24, 2014](#) by [olga.khorasanova](#)

Operational excellence never stops. For travel, to what extent can corporate managed travel programs negotiate better rates with air and hotel suppliers, while they are striving to increase their own profitability?

Accenture's managed travel program is continuously innovating to find more ways to reduce travel spend. One suggested approach is to influence the behavior model of our business travelers. We try to predict a typical traveler's scenario and show how they can help Accenture cut travel-related costs to create a joint agreement (between Accenture and its travelers). With this approach both parties win: travelers book their flight and hotel well in advance, thereby improving work/life balance; Accenture reduces costs by paying less on average for an airline ticket or hotel stay per destination.

Starting in late October 2014 many IGEM travelers will receive email messages encouraging them to purchase their flights in advance to help Accenture reduce travel spend. Instead of purchasing airline tickets only 0-6 days prior to travel, consider purchasing tickets 7 or more days in advance.

This effort is part of the Advance Purchase initiative. We, in IGEM, are following the principles behind this initiative, which as adopted earlier in North America, UKI, Gallia and Nordics. IGEM's roll out will begin in Italy, Poland, Czech Republic, Hungary and Romania, with plans to expand it to other countries in the near future.

You can read more information on the Advance Purchase initiative [here](#). Post any feedback

### Archives

- [June 2015](#)
- [April 2015](#)
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VIEWS

# Cost saving calculations FY... vs FY...

IGEM Advance FY14 Economy and Premium Economy Class							IGEM Advance FY15 Economy and Premium Economy Class						
Months	Monthly reached target in ADVP 50% target	missed % to reach target 55%	Actual savings to baseline 55%	Base data - Target saving to baseline 50%	Missed saving do not reach 55%	Net saving	Months	Monthly reached target in ADVP, 61%	missed % to reach the target 55%	Actual savings to baseline 55%	Base data - Target saving to baseline 61%	Missed saving to target 55%	Net Saving
Sep-13	44%	11%	\$ 20,696.40	\$ 22,996.00	\$ (4,139.28)	\$ 16,557.12	Sep-14	51%	4%	\$ 48,842.10	\$ 54,269.00	\$ (3,552.15)	\$ 45,289.95
Oct-13	48%	7%	\$ 38,431.80	\$ 42,702.00	\$ (4,891.32)	\$ 33,540.48	Oct-14	52%	3%	\$ 40,189.62	\$ 34,831.00	\$ (2,192.16)	\$ 37,997.45
Nov-13	46%	9%	\$ 16,692.30	\$ 18,547.00	\$ (2,731.47)	\$ 13,960.83	Nov-14	50%	5%	\$ 18,456.92	\$ 15,996.00	\$ (1,677.90)	\$ 16,779.02
Dec-13	56%	-1%	\$ 35,101.80	\$ 39,002.00	\$ 638.21	\$ 35,740.01	Dec-14	57%	-2%	\$ 19,105.38	\$ 16,558.00	\$ 694.74	\$ 19,800.13
Jan-14	43%	12%	\$ 18,578.70	\$ 20,643.00	\$ (4,053.53)	\$ 14,525.17	Jan-15	50%	5%	\$ 28,375.38	\$ 24,592.00	\$ (2,579.58)	\$ 25,795.80
Feb-14	49%	6%	\$ 21,808.80	\$ 24,232.00	\$ (2,379.14)	\$ 19,429.66	Feb-15	52%	3%	\$ 25,663.85	\$ 22,242.00	\$ (1,399.85)	\$ 24,264.00
Mar-14	48%	7%	\$ 9,652.50	\$ 10,725.00	\$ (1,228.50)	\$ 8,424.00	Mar-15	55%	0%	\$ 34,731.92	\$ 30,101.00	\$ -	\$ 34,731.92
Apr-14	56%	-1%	\$ 47,098.80	\$ 52,332.00	\$ 856.34	\$ 47,955.14	Apr-15	57%	-2%	\$ 33,694.62	\$ 29,202.00	\$ 1,225.26	\$ 34,919.87
May-14	53%	2%	\$ 41,027.40	\$ 45,586.00	\$ (1,491.91)	\$ 39,535.49	May-15	58%	-3%	\$ 38,297.31	\$ 33,191.00	\$ 2,088.94	\$ 40,386.25
Jun-14	52%	3%	\$ 41,687.10	\$ 46,319.00	\$ (2,273.84)	\$ 39,413.26	Jun-15	54%	1%	\$ 48,738.46	\$ 42,240.00	\$ (886.15)	\$ 47,852.31
Jul-14	49%	6%	\$ 26,514.00	\$ 29,460.00	\$ (2,892.44)	\$ 23,621.56	Jul-15	55%	0%	\$ 31,617.69	\$ 27,402.00	\$ -	\$ 31,617.69
Aug-14	61%	-6%	\$ -	\$ -	\$ -	\$ -	Aug-15	67%	-12%	\$ -	\$ -	\$ -	\$ -
	50%		\$ 317,289.60	\$ 352,544.00	\$ (24,586.87)	\$ 292,702.73		55%		\$ 367,713.25	\$ 330,624.00	\$ (8,278.85)	\$ 359,434.40
<b>Net saving improvement FY15 vs FY14</b>	<b>\$ 66,731.67</b>												

# FY14 and FY15 comparison data in Economy and Premium Economy

	FY14	FY15
Average % of advance booking 7+	50%	55%
Realized savings to 55% ADVP	317,289.60 USD	367,713.25 USD
Missed saving to reach the target 55%	(24,586.87) USD	(8,278.85) USD
Net Saving	292,702.73 USD	359,434.40 USD
Cost avoidance in FY 15 versus		(66,731.67) USD