ElevateU | SME Solutions

7-Day Operational Review

Brief Pack

Start with clarity.

Proceed only if the opportunity is real.

Who this is for

For mid-size SMEs where operations feel harder than they should: delivery swings, quality rework repeats, output depends on heroics, and the team spends too much time firefighting.

If this sounds familiar

- On-time delivery is unstable and expediting has become normal
- Rework and recurring defects consume capacity every week
- Changeovers, breakdowns, and approvals steal time daily
- WIP builds up, lead times stretch, cash gets stuck
- Meetings happen, but actions don't close consistently

These are system issues.

The fix is an operating rhythm: clear baselines, simple controls, and disciplined follow through.

Let us do a 7-day quick operational review to identify the opportunities for fixing these.

What you get in 7 days

- Operational snapshot: how work runs today (cadence, KPIs, discipline)
- Top value leaks (waste points) with evidence and directional impact ranges
- Pilot shortlist (1–2 options) with KPI definitions and baseline plan
- Draft 90-day pilot blueprint: scope, cadence, roles, and success conditions

Decision gate: At Day 7, you decide whether to proceed to a 90-day pilot. If the opportunity isn't compelling, you stop with a clean output pack.

What we will do:

- Pre-work (remote): short questionnaire + data request (3–6 months)
- On-site (2–3 days): leadership interviews + gemba across 2–3 areas
- Analysis (remote): quantify value leaks, define pilot options, draft blueprint

Commercials and working terms

- Investment options : Available on request
- Travel: billed at actuals (pre-approved)
- Confidentiality: all data and findings remain confidential and used only for your engagement
- Access: floor access, photos (where allowed), and short interviews enable accurate findings

How the 7 days run (high level)

Day	Focus	Key activities	Outputs
Day 0	Pre-work	Confirm scope, receive data, confirm schedule	Access plan + agenda
Day 1	Leadership + priorities	Interviews, goal alignment, constraints	Priority map
Day 2–3	Gemba + mapping	Floor observation, quick mapping, loss capture	Evidence log
Day 4–5	Analysis	Baseline consolidation, value leak quantification	Opportunity backlog
Day 6	Pilot design	Shortlist pilot options + draft charter	Pilot blueprint draft
Day 7	Readout	Review findings + decision gate	Readout + next steps

What we need from you (to keep this fast)

- 1 point of contact (POC) for coordination and data – A Pilot owner accountable for day to day execution.
- Access to 2–3 priority areas/lines and key managers for short interviews
- Access to the floor, basic data, and ability to trial improvements safely
- Basic operational data for the last 3–6 months (share what exists)
- 30–45 minutes with leadership for the Day-7 readout and decision

Data checklist (send what you have)

We request 3–6 months of basic operational data. Gaps are okay—please share what exists.

Category	Examples
Delivery	OTIF / dispatch adherence, schedule adherence
Output	Daily output, shift pattern, top SKUs/parts
Quality	Rejections, rework, scrap value, complaints
Time Losses	Downtime logs, breakdown calls, minor stops, changeover logs
People	Absenteeism, overtime
Flow / Cash	WIP/inventory snapshots, bottleneck area queues

What happens after Day 7

- If you choose to proceed: we propose a custom 90-day pilot based on your reality (not a generic promise)
- If you choose not to proceed: you still keep the outputs and a clear roadmap for next steps

The 90 day pilot is proposed after the 7-day review so scope - - matches your reality (not a generic promise).

Typical pilot focus areas (final selection after the review)

- Throughput stability and constraint output
- Changeover time and schedule adherence
- Defects, rework, first-pass yield
- Lead time reduction and WIP control
- OTIF stability and escalation reduction

We don't sell generic promises. We define the baseline first, then design a pilot that fits your reality.

What we aim to build in 90 days

Business outcomes (directional)

- Stability: fewer surprises, fewer escalations
- Visibility: clear KPIs and loss points on the floor
- Discipline: daily huddles + weekly reviews that actually drive action
- Repeatability: standard work and simple controls Internal ownership: champions who can run the next cycle

We do not promise the same numbers to every SME. We commit to a clear baseline, disciplined execution, and documented movement on the agreed KPIs.

Why ElevateU

- Founder-led delivery and senior attention
- Built for SMEs: bounded scope, fast decisions, practical routines
- Evidence-first: baseline clarity and documented before/after
- Focus on capability so your team can run the engine

Next step: 30-minute call

Share two lines before the call: your #1 pain (delivery/quality/output/cost/cash) and where it shows up most.

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FAQ

Q: Do you guarantee results?

We don't promise the same numbers to every SME. We commit to a clear baseline, disciplined execution cadence, and documented movement on agreed KPIs.

Q: Is this on-site or remote?

Hybrid. We use high-leverage on-site work where it matters, supported by a weekly rhythm and structured follow-through.

Q: What does the 90-day pilot cost?

Proposed after the review based on scope and complexity, so you know exactly what you're buying.

Q: How much time will my team spend?

A small core team, short weekly leadership cadence, and daily execution led by your Pilot Owner and Champions.