

Save Money with CAD Management (and Impress Your Boss)



Robert Green

Robert Green Consulting

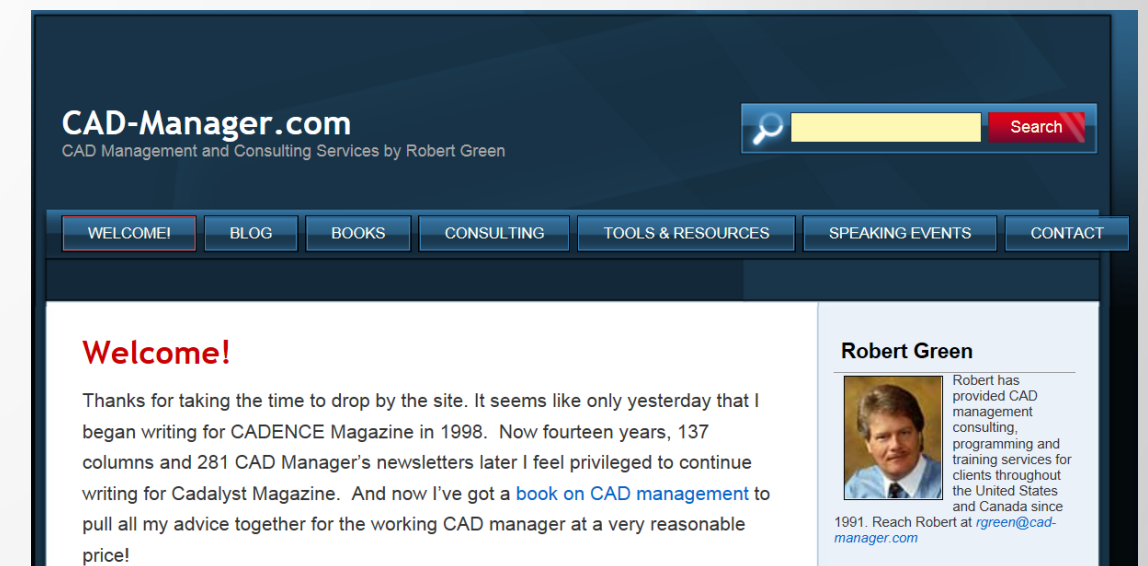
RGreen@GreenConsulting.com



Quick bio ...

- Mechanical engineer turned CAD manager
- Private consultant since 1991
- Focusing on CAD standardization, customization and management
- Cadalyst Magazine contributing editor
- 21 year AU speaker
- Facebook: CAD Managers Unite!
- Web site: www.CAD-Manager.com

RGreen@CAD-Manager.com



Our Mantras!

Think more.

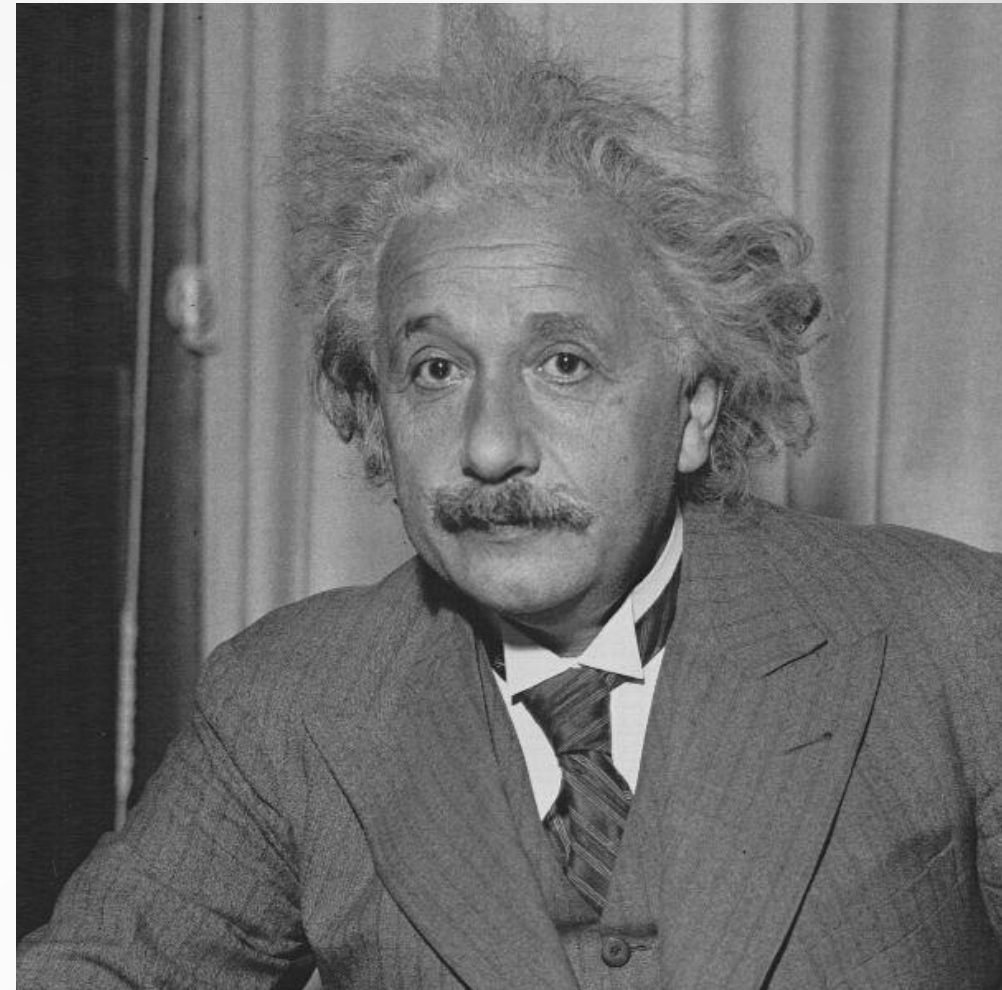
Plan more.

React less.

Save more.

Don't rework things over and over – fix them and save!

Make sure the boss knows!



“We can not solve our problems using the same thinking we used when we created them.”



Excelling as a Manager

Two Rules

- Manage the things that aren't working
- Don't mess with the things that are working

Note: Fixing trumps optimizing





Identify User Problems

Suggest Solutions

Where are the Bottlenecks?

- What slows you down?
- What would you do to fix it?
- How can you get the “CAD traffic” flowing more smoothly?
- This is your REAL value ...



Find the Bottlenecks

Take a few minutes to capture as many bottlenecks as you can think of.

For each bottleneck propose a quick solution.

More detailed analysis comes later.

Identify problems and record them on an ongoing basis.



What did you find?

- Better standards
- Better project procedures
- More training
- Faster computers
- Better organization of files ...



Faster/Cheaper

Now think about which user problems you can attack that will generate big time savings.

Focus on making the solutions to the problems easy so users get done faster with fewer errors.

Our focus is now on cost reduction.





Market Your Ideas with Faster/Cheaper Logic

Faster/Cheaper ...

- Why would you use anything new?

- Three reasons:

Faster

Cheaper

Both

- There's really no other reason so don't fight it ...



Talk Faster/Cheaper ...

- Take your ideas to your boss
- To your users
- To anyone who'll listen
- Become the faster/cheaper evangelist in your company ...





Make Changes Permanent with Standards

If you make things faster for users

- They will want to use your solution
- Your solution becomes the new standard
- You've won the user with productivity
- You never had to be the bad guy ...



Expand your standards program

- Bit by bit
- Solution by solution
- Keep at it over the long haul
- Document it as you go ...





Broaden the Standards Discussion (with Management)



CAD Management is a Process

- CAD doesn't make money
- CAD can save money though
- CAD can improve quality
- CAD can save time
- Time = Money
- Note, not spend but save ...



Standards Save us Money!

- Standards yield consistency
- Consistency reduces errors
- Consistency saves time
- Consistency allows automation
- All these things save money
- Let me help you save money ...



To save money I need ...

- You to understand the problem
- Empower me to make the changes
- Enforce standards and procedures when needed
- To send a message to the user community ...





Objection Handling

Dealing with those who won't comply

- Tell them what they're doing wrong
- Restate the standards
- Ask if they have a better idea
- If they have a better idea – listen
- Otherwise ...



Using cost logic and authority

- Show them the cost of their non-compliance
- Tell them they need to comply
- If they don't go to their boss
- Be sure you have data on costs!
- Now violators are simply wasting money ...





Push for Cost Effective Training

Targeting training

- Target your training to achieve verifiable results.
- Think short/custom when training.
- Make training pay for itself by -
- Lowering labor costs via training
- Sell this approach to your boss (not your users) ...



Find the topics

- What questions am I asked most
- Are there any procedures or repetitive tasks that people have problems with?
- Where do we lose time the most and what could we do in a training environment to cut our losses?

Note – these are usually standards related ...



Train the topics

- Whatever saves the most time comes first
- Whatever speeds project execution and reduces errors gets special consideration
- Training should save money, not cost money ...





Tell Management What You're Doing (Reporting)

Why report?

- To communicate better!
- To dispel myths
- To keep a dialog open
- To gain management's support
- So your value is understood
- Because only you can report on the topic ...



A reporting format that works ...

- Keep a diary of what you work on so you won't forget.
- Write down what you did last week
- Write down what you hope to do next week
- Keep it brief ... a page will do fine
- Send to your boss at a consistent time each week ...





Do Not Be Seen as Overhead



Addressing overhead ...

- Reporting shows that the work you do is crucial to the ongoing completion of projects
- By linking CAD management tasks to production milestones you show that CAD management isn't just overhead
- You are a production resource not an expense ...





Think Like Management

Why not?

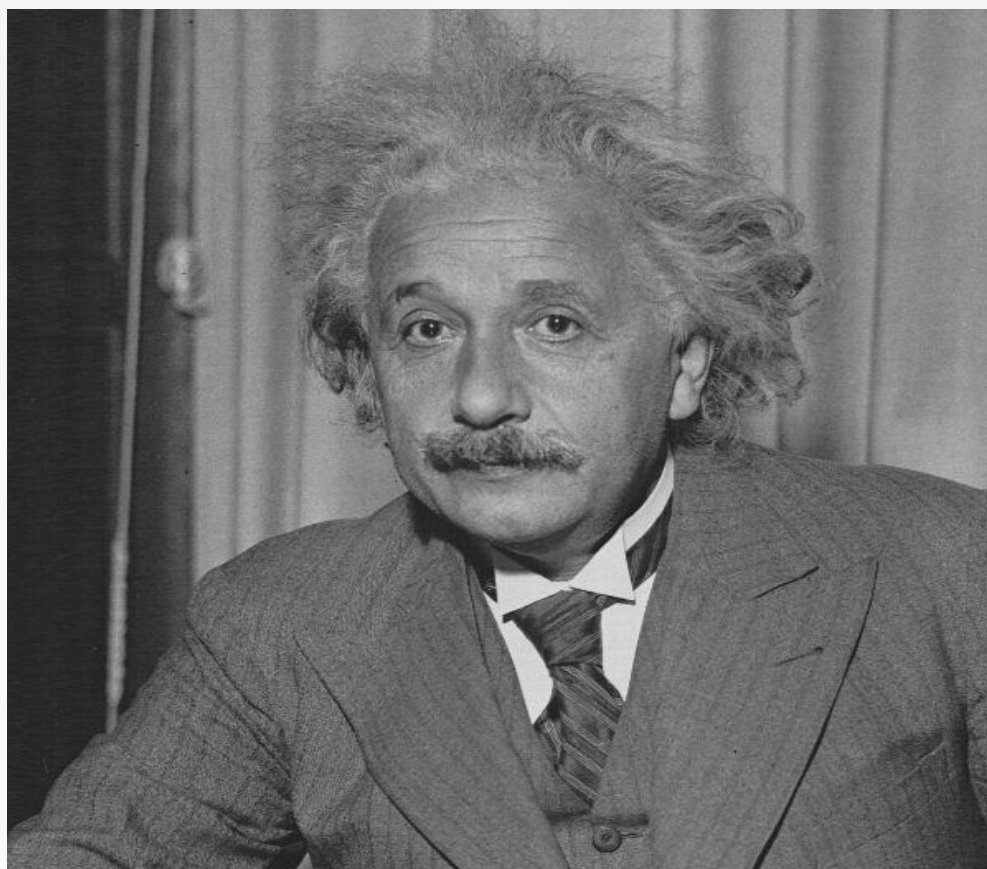
You'd be amazed how much better you'll get along.

When they see you as a manager who happens to be technical they have a whole new level of respect for you.



Who else will ...

- Approve your budgets?
- Give you a raise?
- Promote you?
- Give you the authority to enforce standards or make changes?
- It literally pays to think like management ...



Just Think More



Your thinking leads to

Greater savings

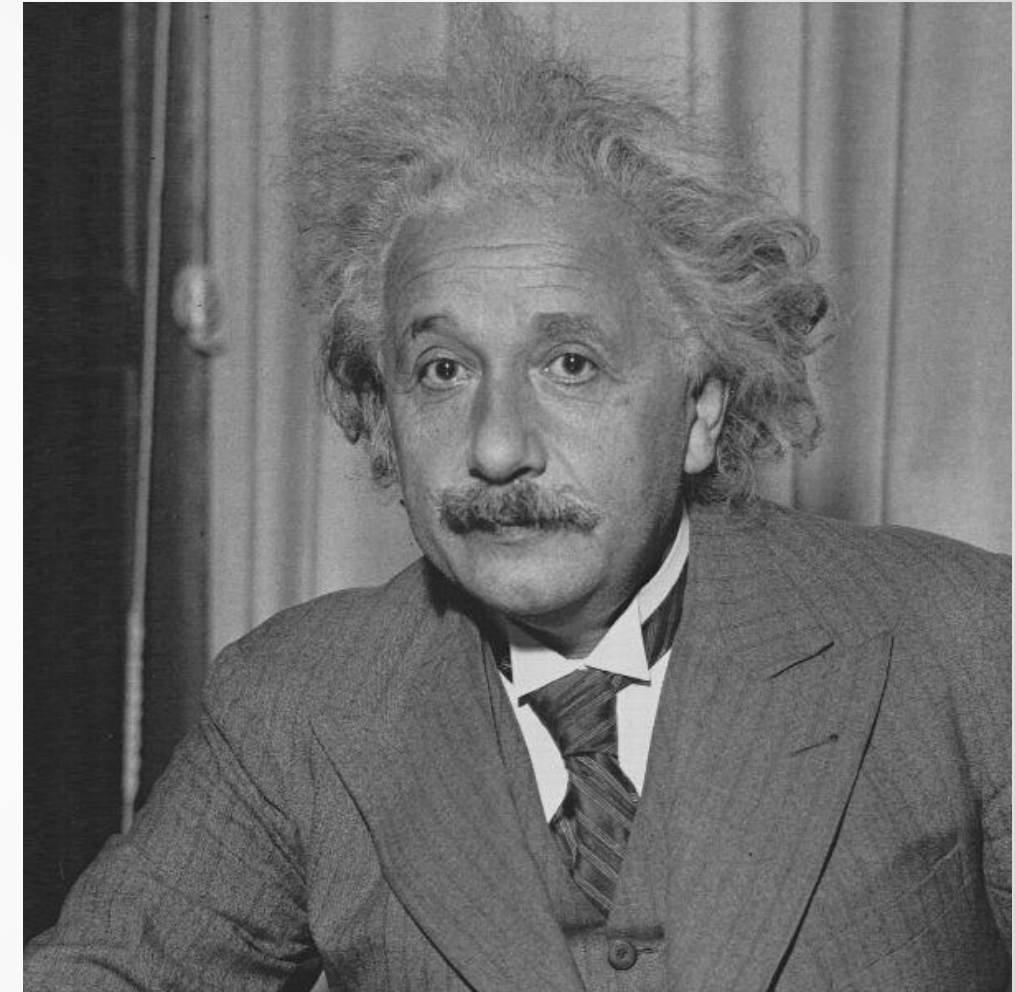
Better standards

Better training

A more profitable company

Your boss will love you

Career success!





Thank You for Attending!

Please remember to submit your course reviews.

Feel free to email me:

Robert Green

rgreen@CAD-Manager.com

