

Work Measurement

TeamsWin Work Measurement

The purpose of this document is to explain work measurement.

Work Measurement Simplified

This is a simplified version of work measurement, without the analysis. Until we begin analysis (comparing work measurements to each other), the basic elements are simple. Here we want to show how only four types of work measurement produce all the measurement required to understand business.

Because Simplified is Key to Business Understanding

We want to explain work measurements (simplified work measurement) because they unlock business understanding. They are the key because relationships between them (rates and factors) are the analysis used to communicate business understanding. Those relationships are not so simple, but the first step to understanding them is to understand the work measurements they represent.

4 Types of Work Measurement

1) Time

Start (Beginning)	Stop (End)	<i>Period</i>
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2) Distance

Addresses	Maps (Grids)	Location
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3) Units

Jobs	Billed	Ordered
Cases	Invoiced	Completed
Count	Required	Issued

4) Money

Price	Cost	<i>Value</i>
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Types of Measurable Work

Direct Work

1. Design	3. Distribute	5. Sell
2. Build	4. Purchase	

Work Measurement

Indirect Work

- | | | |
|------------|----------------|-------------|
| 1. Analyze | 3. Forecast | 5. Organize |
| 2. Report | 4. Communicate | 6. Plan |

Types of Work History

Work history is the history of everything people do within a business and the history of what we know of our business environment. Character history measures business characteristics, what sets you apart. Financial history (limited to money measurements) measures profitability for internal and external users. Management history measures planning (projects), organization and communication.

Character History

Product

(AKA Service)

- | | | |
|-----------|--------|---------|
| 1. Design | 2. Buy | 3. Sell |
|-----------|--------|---------|

Process

(AKA Procedure)

- | | |
|--------------------|---------------------|
| 1. Receive (Input) | 2. Produce (Output) |
|--------------------|---------------------|

Facility

(AKA Equipment, Location and/or Activity)

- | | | |
|-----------|-----------------|-------------|
| 1. Visits | 2. Distribution | 3. Capacity |
|-----------|-----------------|-------------|

Financial History

- | | | |
|-------------|-----------------|---------------------------------|
| 1. Accounts | 2. Sub Accounts | (department, location, project) |
|-------------|-----------------|---------------------------------|

Management History

- | | |
|-------------------------|-------------------------------------|
| 1. Project
(AKA Job) | 2. Organization
(AKA Department) |
|-------------------------|-------------------------------------|

Summary

Work measurement is simple and key. It is so simple most businesses are already doing it, but it is a key that few businesses are using. Analysis rates and factors (using simple work measurement) represent the big picture beyond functions. Using understanding stored in functional reports, a TeamsWin business model automatically recognizes these work relationships and produces the kind of summary analysis used in business decisions.