

## Post Class Action Plan

For my action plan, I met with Lee Laxton, our Parts Manager. One area we felt like we could improve on specifically is posting in a timely manner to offset the “negative on hand.” In reflecting with Lee, we felt like this issue has more to do with time management than anything else. The Parts Dept here has outgrown itself and Lee often finds himself spread thin. With this, often times we are late to post the part in accounting which causes our negative on hand number to get out of whack. Going forward Lee is going to do better with managing time, specifically, dedicating a certain hour of the day to posting. Also, we are looking to add 1-2 people in Parts Dept to help offset Lee’s workload.