

ACTION PLAN 1

S Specific **M** Measurable **A** Achievable **R** Relevant **T** Time bound

What is your goal? What do you want to achieve? From what metric? To what metric? By what date?

I will decrease our Contracts in Transit time
From 5 days to 3 days by 5/31/23.

BOTTOM LINE: Benefits of Achieving Your Goal

We will get funded
faster by the lender.

Consequences of Not Achieving Your Goal

Our Contracts will be
Held up and we will
be a week or more
with out funding.

When will you start? February 1st, 2023

How will you gauge your progress? When? Using which metrics?

I will use the Contracts in Transit Day Supply
to gauge where we are each month.

What specific actions will you take to achieve your goal? Who can help you?

I will be calling on all lenders that offer e contracting and get the process started with getting us set up.

Our Finance director can assist me on getting in contact and establishing the econtract set up.

Potential Challenges?

Being Held up on moving to new Facility could hinder progress because we are switching to new systems upon the move.

Potential Solutions?

Prepping vendors for our potential move and having it ready to go live as soon as we move in.