



U. S. Senate Productivity Award Guidelines



Purpose of the U.S. Senate Productivity Award

The objective of the U.S. Senate Productivity Award is to recognize and honor organizations that are using a particularly effective productivity improvement technique, practice or process which should be shared with other organizations in the hope that it will be replicated and help contribute to national productivity improvement. The winner of the award will receive the U.S. Senate Productivity Award Medallion and be recognized through media releases and an award presentation. The winner may also be asked to share its successes at an IMA Business Improvement Group Meeting.

Definition of Productivity

For the purpose of this award, productivity is broadly interpreted to mean an organization's most efficient and effective use of resources to produce a high-quality product or perform a high-quality service at the lowest cost. These resources include employee involvement/participation, capital investment and/or new technology, improvements to or redesign of operations or systems, product or service innovation and quality programs.

Nomination Procedure

Self-nominations by a company and nominations by a local chamber of commerce or other interested individual or organization are accepted.

Selection Process

Members of a special screening committee of the Indiana Manufacturers Association and the Association for Manufacturing Excellence review applications for adherence to established criteria and documentable and specific gains in productivity. Continuous productivity improvement is the goal. The screening committee looks at trends over a period of years. The award is annual, however, and the productivity increases in the award year are of particular importance. From the written submissions, finalists are chosen for on-site visits. The committee meets after the visits and recommends a winner and two runners-up to Senator Richard G. Lugar.

Award Ceremony

The recipient of the award is announced through press releases from Senator Lugar's office, as well as through the Indiana Manufacturers Association and the Association for Manufacturing Excellence. A date, time and location is then arranged for the formal presentation of the award. If Senator Lugar is available, he will present the award. If the senator is unavailable, someone from the Indiana Manufacturers Association and the Association for Manufacturing Excellence will present the award.

Application Deadline

Application forms must be completed and returned to the Indiana Manufacturers Association offices (One American Square, Suite 2400, Indianapolis, IN 46282) by no later than June 30, 2006.



U. S. Senator Richard Lugar's



2005 U. S. Senate Productivity Award Application Form

**“The U.S. Senate
Productivity Award
recognizes the brightest
and best in productivity
innovation.”**

**– U.S. Senator
Richard G. Lugar**



**Sponsored by:
Indiana Manufacturers Association
and
Association for Manufacturing Excellence**

Application Form

This form must accompany the remainder of the application.

The 2005 United States Senate Productivity Award

The objective of the U. S. Senate Productivity Award is to recognize and honor organizations that are using particularly effective productivity improvement techniques, practices or processes. Through this award, other organizations may replicate these methods and help contribute to national productivity improvement. The winner of the award will receive the U.S. Senate Productivity Award Medallion. Two runners-up will also be selected. *Note: Your organization must be willing to share information and allow a plant tour.*

Company/Plant/Organization Nominated: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Executive(s) of this firm (including names and titles): _____

Contact Person: _____

Organization's Principle Product or Service: _____

Number of Employees at Location: _____

Submitted by: Name/Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____

**2005 Award Nominations Must Be Received at
the IMA Office No Later Than June 30, 2006.**

APPLICATION GUIDELINES

This application will be reviewed by a committee interested in learning about your organization, its recent productivity improvements, and how your organization achieved those gains. The committee can best understand your organization if you follow the outline suggested below and provide sufficient detail concerning your productivity improvements and methods.

For the purpose of this award, productivity is broadly interpreted to mean ***an organization's most efficient and effective use of the resources available to produce high-quality products, or perform high-quality services, at the lowest cost.*** The committee recognizes that productivity and quality are measured differently in different types of organizations.

Previous winners have included both large and small organizations and organizations of various types.

The focus of this award is on productivity improvement over the past few years with special emphasis on gains made in 2005.

APPLICATION CONTENTS

Following is a description of the information you will need in order to fill out this application.

Part I. Summary (two-page maximum)

Please summarize your organization's productivity gains, method(s) used to achieve those gains, and the potential application of these methods to other Indiana companies. The summary should include a brief description of the organization and its product(s) and/or service(s), as well as a description of the organization's goals with regard to productivity and quality. Other possible inclusions in the summary may cover such areas as new training programs, external educational programs and any efforts to increase profitability.

Part II. Methods Used to Achieve Gains

1. Please describe, in some detail, the programs and methods used by your organization to achieve its productivity gains. **Your response to this item is very important to the committee; please be as complete and concise as possible.** In your description, you may wish to include any of the following:

- a. employee involvement or participation;
- b. capital investment and/or new technology;
- c. improvements to or redesign of operations or systems;
- d. product or service innovation;
- e. quality programs; and/or
- f. how much your capital investment had to do with increased productivity or improvements.

2. What is your organization doing to sustain its productivity gains?

Part III. Productivity Summary Table - See page 4

1. Please use the table on page 4 to quantify your productivity gains. The general categories (highlighted in bold) must be used, and specific measures may be customized to reflect your circumstances and type of organization. You may, at your election, also present graphs and any other material as appendices. *Note: To be eligible for the award, you must be able to present the material requested in the Productivity Summary Table.*
2. Provide a written report of the improvements of A through F. Please contain your written explanations to one paragraph per topic.

Part IV. External Effects of Productivity

Finally, explain:

1. How the lessons learned from your productivity improvement may be applied to other companies?
2. Your organization's productivity improvement activities with respect to your community and the environment.
3. How productivity and/or quality goals effect your organization's relationship with its customers/clients and/or suppliers?

Part III. Productivity Summary Table

1. Please use the table below to quantify your productivity gains. The general categories (highlighted in bold) must be used, and specific measures may be customized to reflect your circumstances and type of organization. You may, at your election, also present graphs and any other material as appendices **Note: To be eligible for the award, you must be able to present the material requested below. All information presented on this form will be treated with the highest degree of confidentiality.**

2. Provide a written report of the improvements of A through F. Please contain your written explanations to one paragraph per topic.

What is the Improvement?	Units of Measure	2003	2004	2005
A. Overall Company Performance:				
1) Sales				
2) Operating Profits				
3) Units Produced/Services Rendered				
4) Capital Investment as a percentage of Sales				
B. Productivity:				
1) Unit Cost				
2) Sales per Associate				
3) Material and/or Energy Costs				
C. Quality:				
1) On-time Deliveries				
2) Customer Complaints/Returns				
3) Rework/Scrap Rate				
D. Employee Relations:				
1) Employee Turnover Rate				
2) Employee Absentee Rate				
3) Suggestions Per Employee				
4) Savings from Employee Suggestions				
E. Lost Workday Injury (LWDI) Rate – (computed per IOSHA methods from information off your OSHA Form). Standard Industrial Code #:				
F. Incident Rate – (computed per IOSHA methods from information off your OSHA Form).				
G. Overall Employment (Total employees). Provide employment data broken down by supervisory/management, technical/professional, production, clerical, other.				

SEND APPLICATIONS FORMS TO:

2005 U. S. Senate Productivity Award
c/o Charlene Hickey
Indiana Manufacturers Association
One American Square, Suite 2400
Box 82012
Indianapolis, IN 46282-0013
Phone: 317-632-2474
Fax: 317-231-2320

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IMA office no later than June 30, 2006.**