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I. ADMINISTRATION

1. Is every cost reduction chairman and coordinator acquainted with Company Policy 10-401-110 July 1, 1966? _____
2. Does management at all levels direct cost reduction activities and hold monthly meetings to review results? _____
3. Does each business function participate actively and produce results in the program? _____
4. Are proper reporting procedures followed accurately and timely? _____
5. Does each manager and individual contributor know his responsibilities to the program? _____
6. Do all key employees who can contribute to the program have a copy of "Raytheon Cost Reduction Program" brochure and has it been reviewed with them at staff meetings? _____
7. Have difficult goals been set and equitably allocated to all key techniques and each business function? _____
8. Does each key employee have a personal goal and does his supervisor measure his achievements in this area? _____
9. Is a proper balance maintained between cost reductions and cost avoidances? _____
10. Is there an attempt to insure that all cost reduction efforts are documented? _____
11. Are all cost centers the object of cost reduction effort? _____
12. Are cost reduction projects purposely and systematically selected, and targets and time tables set? _____
13. Are cost reductions properly validated? _____
14. Are periodic progress reports on cost reduction projects required at staff meetings? _____
15. Are all the sub programs given the appropriate attention and direction? _____
16. Are sufficient people and time allocated to administer an effective program in all areas? _____
17. Are suggestions answered promptly and its follow-up and implementation expedited? _____

II. MOTIVATION

1. Is each employee encouraged by management to contribute regularly to the program? _____
2. Is suitable recognition, rewards and compensation provided to each contributing employee? _____
3. Are posters, articles, news sheets and other promotional methods used to keep the program dynamics and provide continual individual motivation? _____
4. Does each employee understand his responsibilities to contribute regularly to the cost reduction program? _____
5. Is the cost reduction effectiveness of each business function and individual measured and are they informed of this measurement? _____

III. TECHNIQUES

1. Are all key decision makers trained to value analysis techniques? _____
2. Are all analytical techniques applied to appropriate cost centers? _____
3. Is creativity encouraged and does a creation atmosphere exist? _____
4. Are creative techniques broadly employed in problem solving? _____
5. Is teamwork prevalent in decision making and cost reduction project work? _____
6. Are cost targeting or product cost control concepts employed? _____
7. Are new materials, products, processes, sources, techniques, etc., given wide publicity? _____
8. Are information seminars held? _____
9. Are special task forces conducted? _____
10. Are all cost centers the object of cost reduction efforts:
 procedures _____
 paperwork, publications _____
 scrap _____
 traffic _____
 filing systems _____
 shipping and packaging _____
 telephone _____
 lighting and services _____

maintenance
inventories
warehousing
capital equipment
heating, air conditioning
food services
test and calibration
inspection
engineering drawings

11. Is every effort made to capitalize on the profit making aspects of value engineering and cost incentive contractual classes?

12. Is cost information well organized and quickly available for analysis?

13. Is cost estimating done rapidly and efficiently?

14. Are work measurement and simplification techniques widely used?
