

Challenges Workforce Shortage with Excel-Driven Process Enhancement

15 September 2023

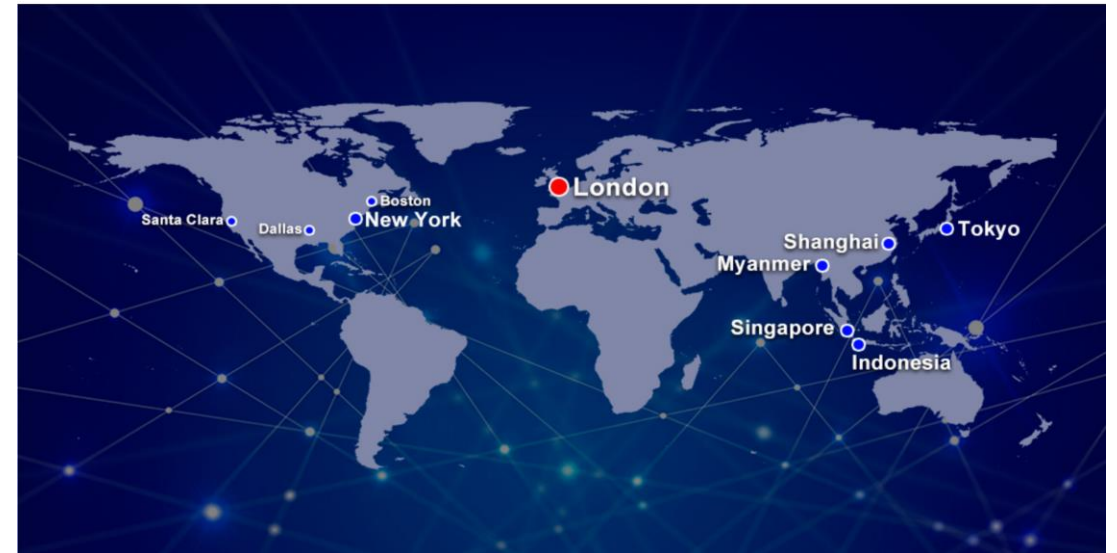


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Description of Business:

- DX & IT Consulting
- Application development
- Infrastructure / Network development
- Operation and maintenance
- Outsourcing helpdesk services
- Other general IT related services



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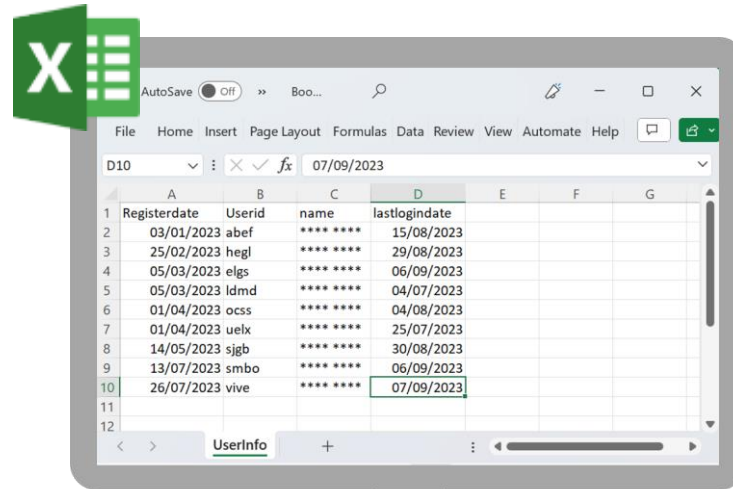
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Why Excel Process Improvement is Essential

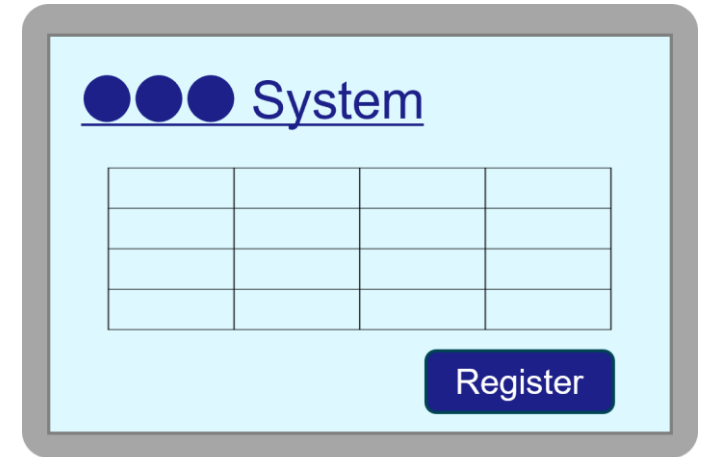
Challenges of Excel tasks #1

Inefficient manual processes

Copy and paste ...
Copy and paste ...
Copy and paste ...



Copy data



Paste data

Why Excel Process Improvement is Essential

Challenges of Excel tasks #2

Reliance on specific individual's experiences and knowledge



Why Excel Process Improvement is Essential

Improving day-to-day Excel tasks across departments can lead to **significant benefits** for the organisation.



Case Studies

Categories of Excel tasks

Excel tasks can be categorized into the following three types:

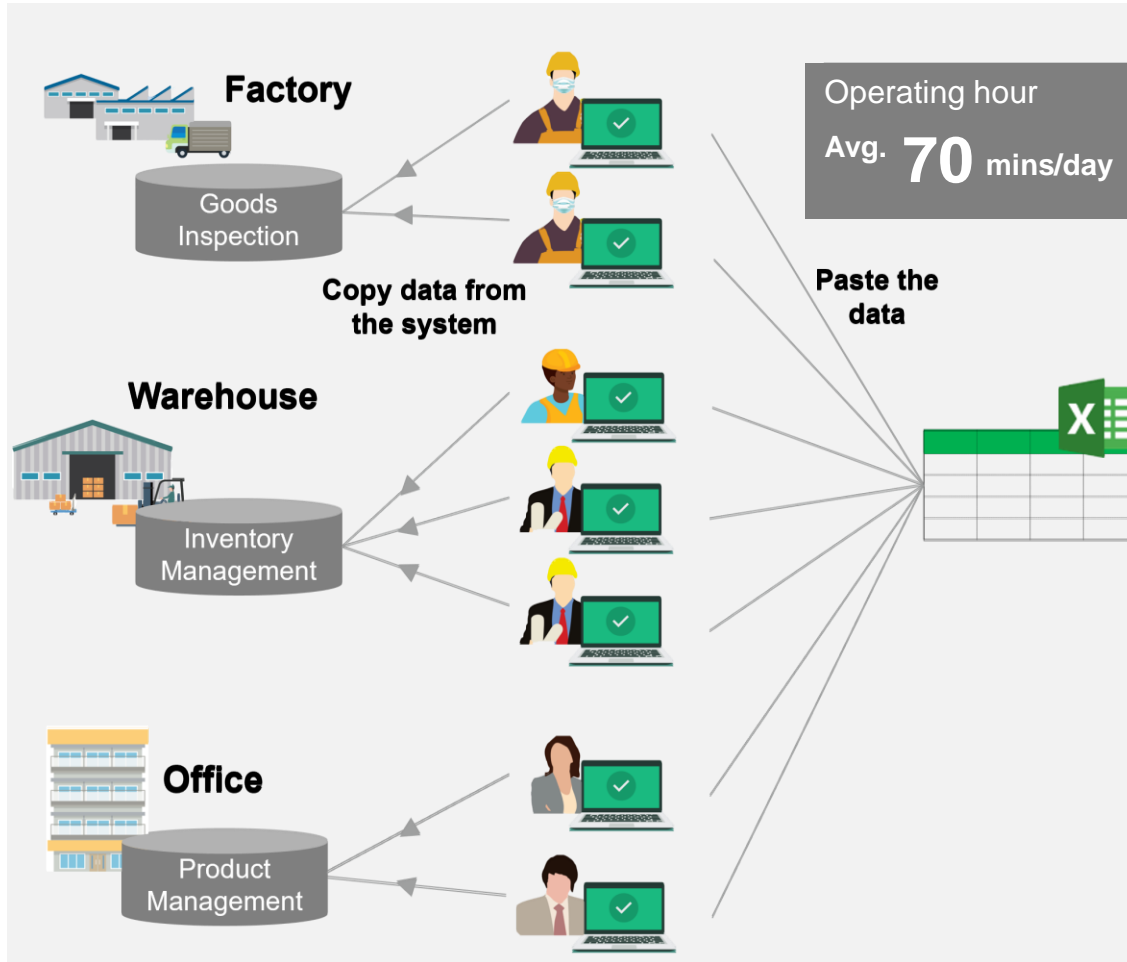
- 1. Routine tasks**
- 2. Aggregation tasks**
- 3. Data management**



Case 1. Automate manual process

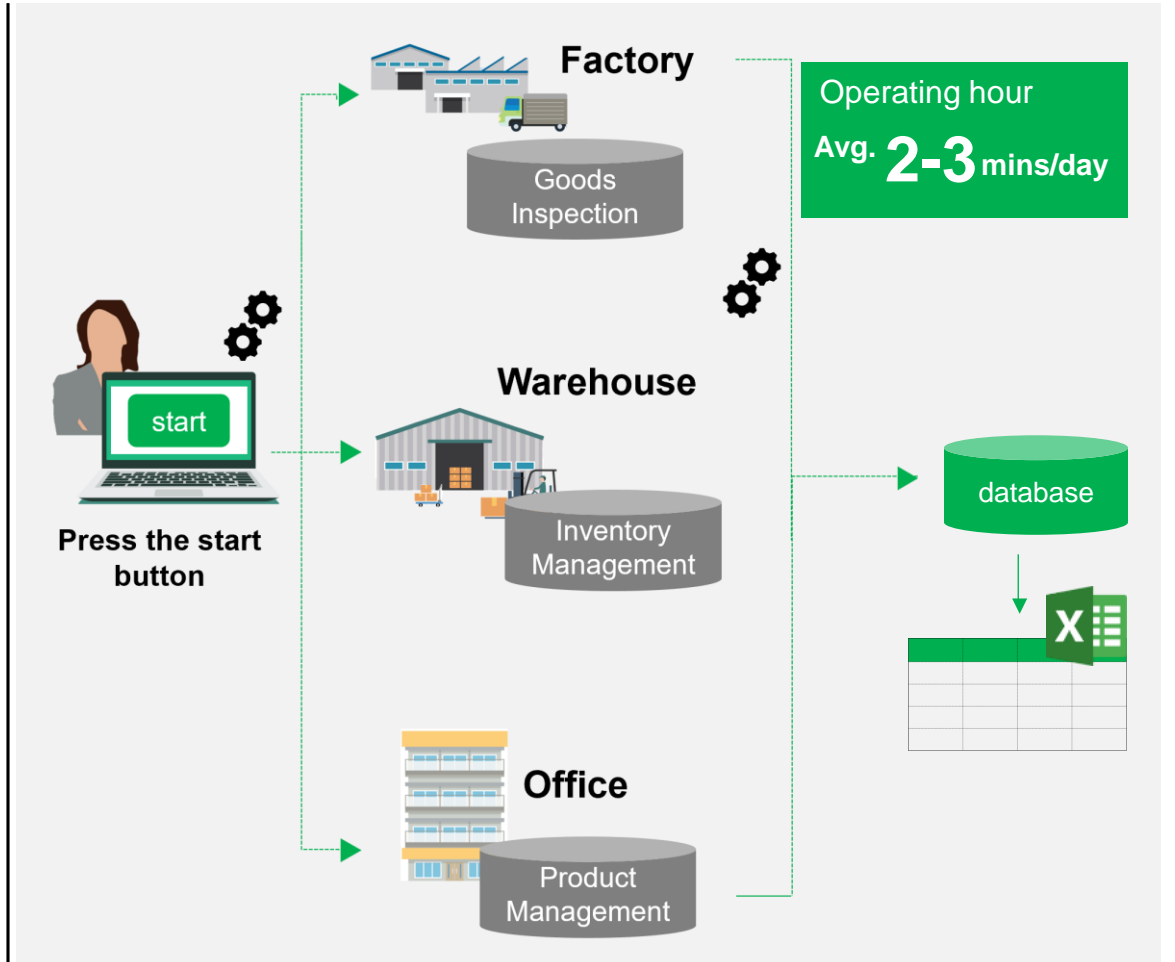
Before

Every day, seven employees enter transcript data from various systems into an Excel file.



After

Press the start button and wait 2-3 minutes until the data transcription is completed



Achievements resulting from Excel task improvement

Reducing working hours

Creating Excel list

23 hours /month

1 hour /month

Reduced **22 hours** /month

Improvement of working environment

Utilize the surplus time



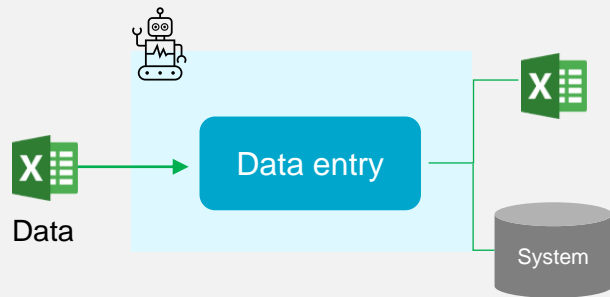
Acquire new skills

Employees can engage in new tasks and technology adaption

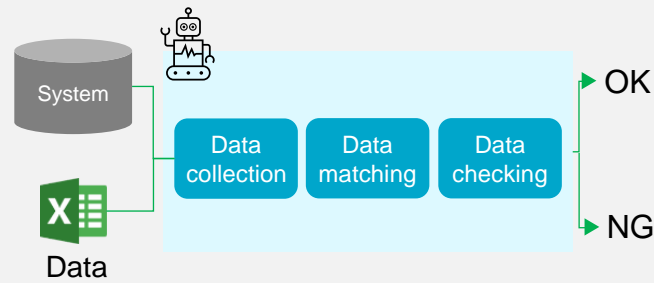
Automate manual processes through RPA

Robotic Process Automation (RPA) enables the automation of inefficient manual Excel tasks.

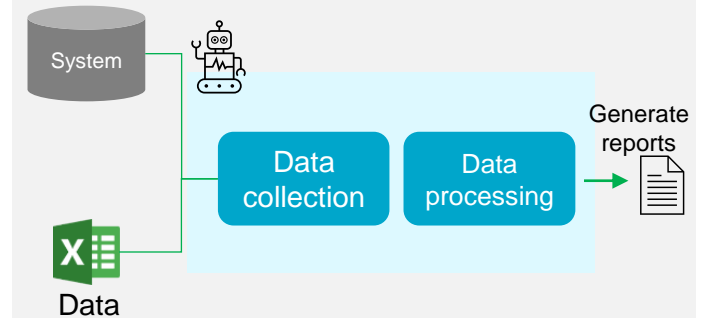
1. Data entry



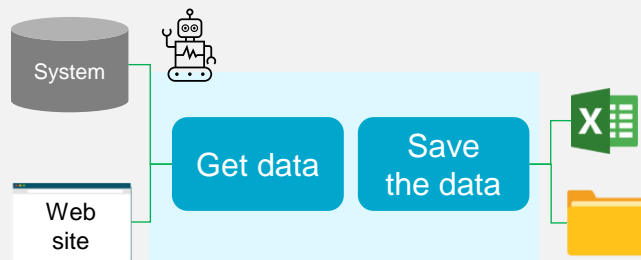
2. Data check/matching



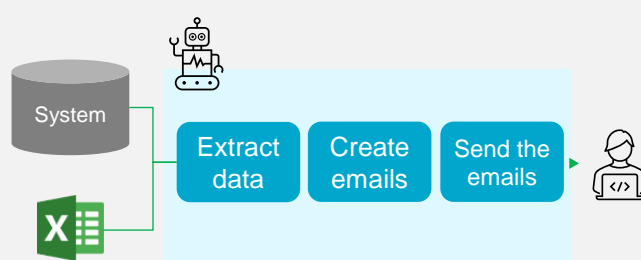
3. Report creation



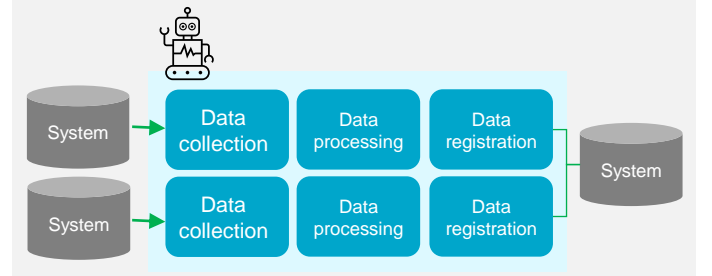
4. Information search



5. Create and send email



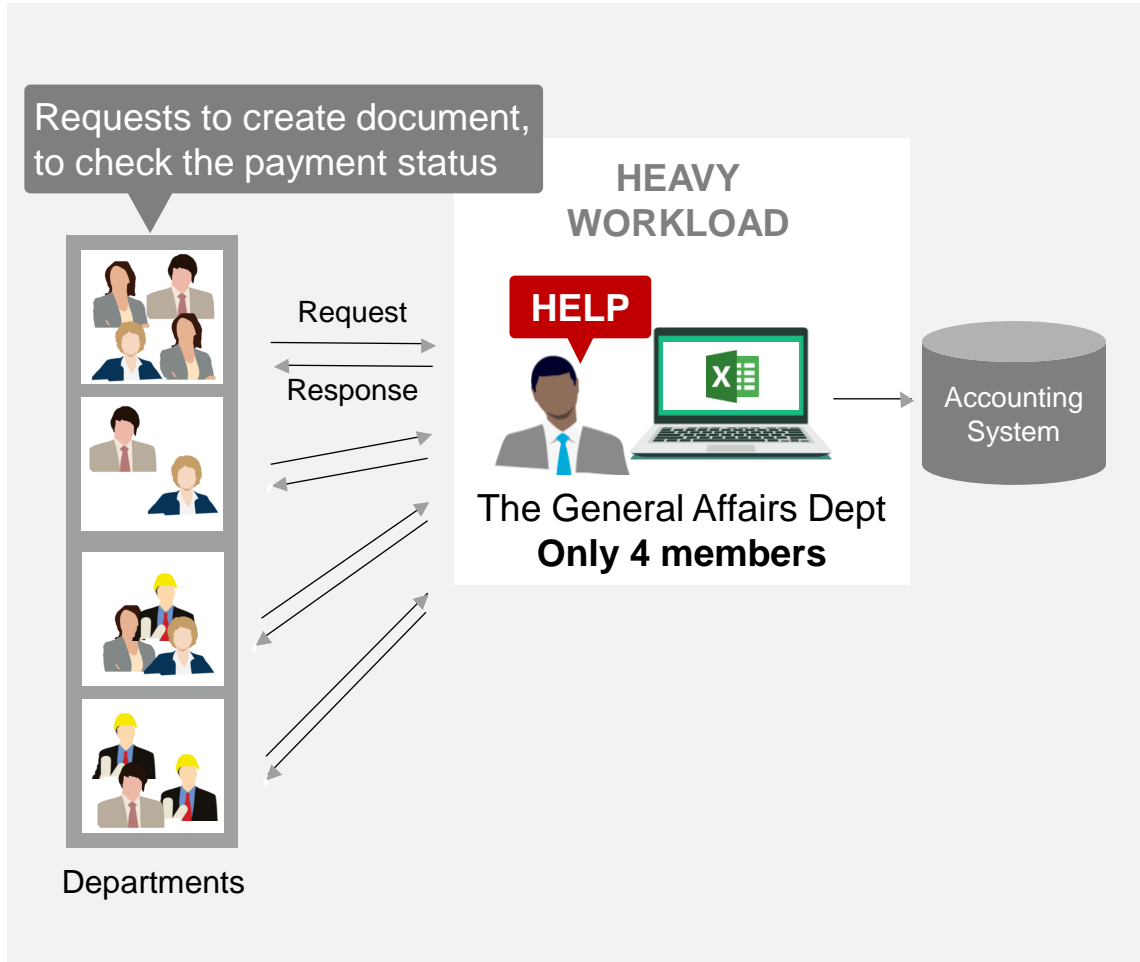
6. Data integration



Case 2. Enhancing aggregation task process

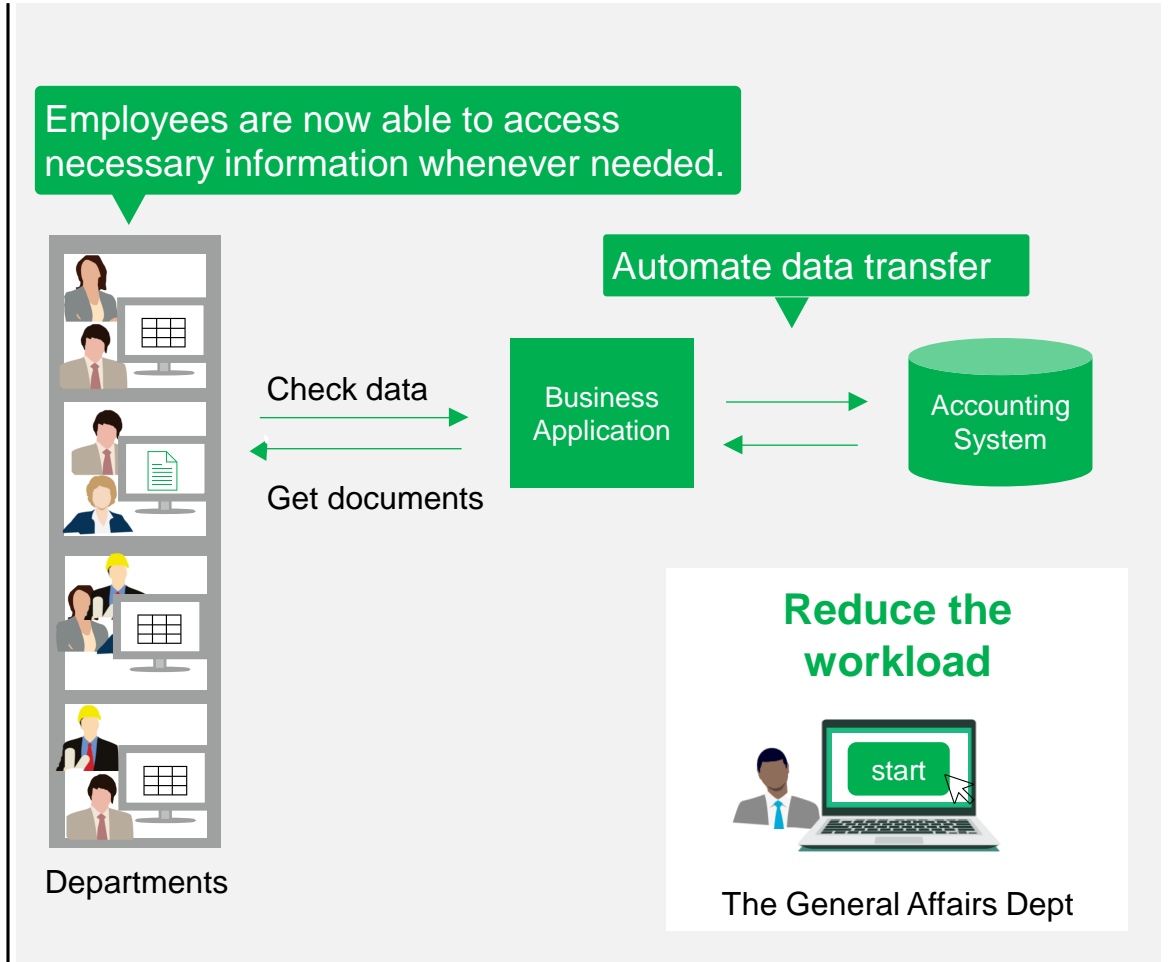
Before

The General Affairs Dept manages a variety of data across all departments using Excel.



After

The workload of the member in the General Affairs Department is reduced through systemization.



Business Application

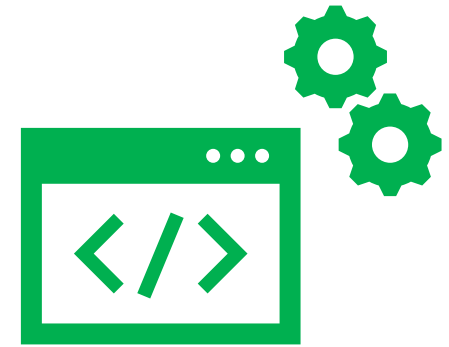
The three components that constitute a business application are:



User Interface



Data Storage

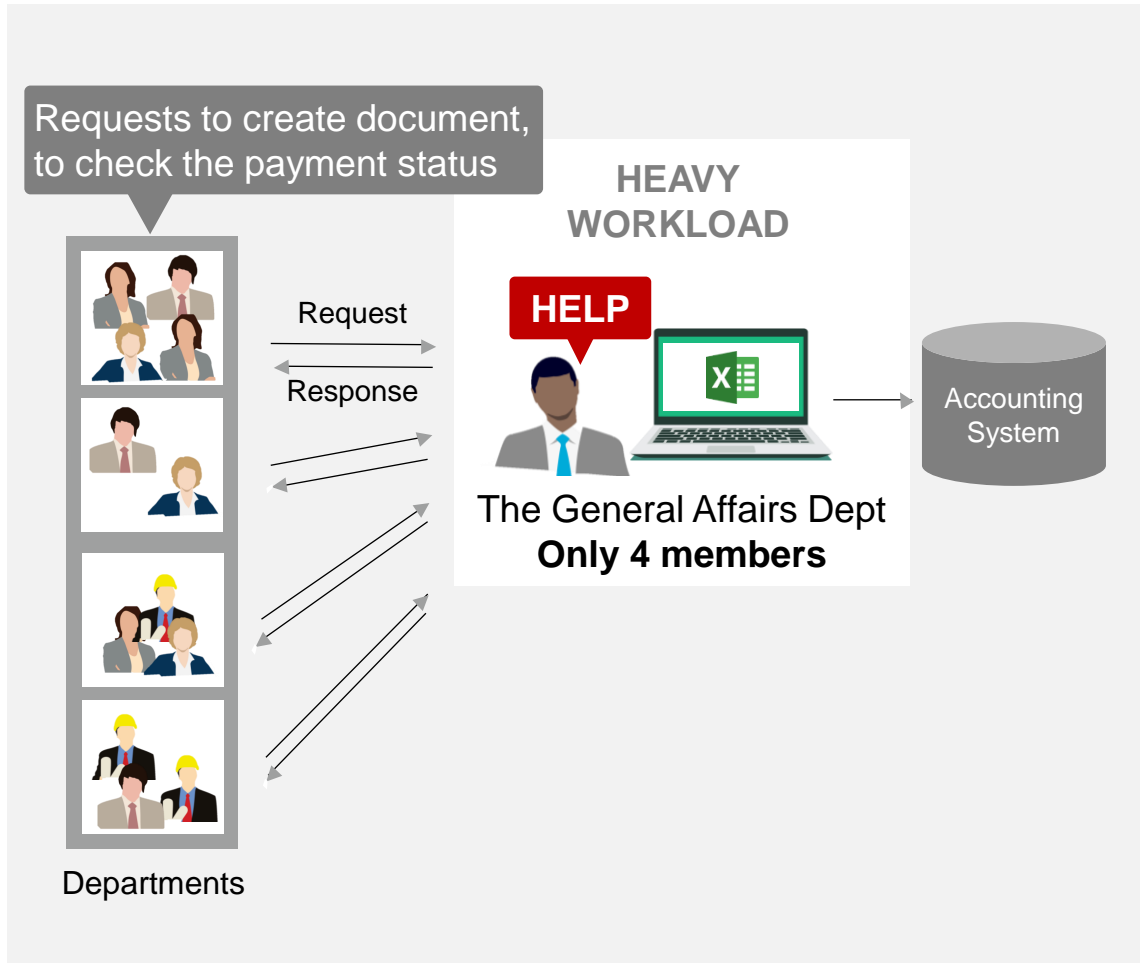


Logic / Program

Case 2. Enhancing aggregation task process

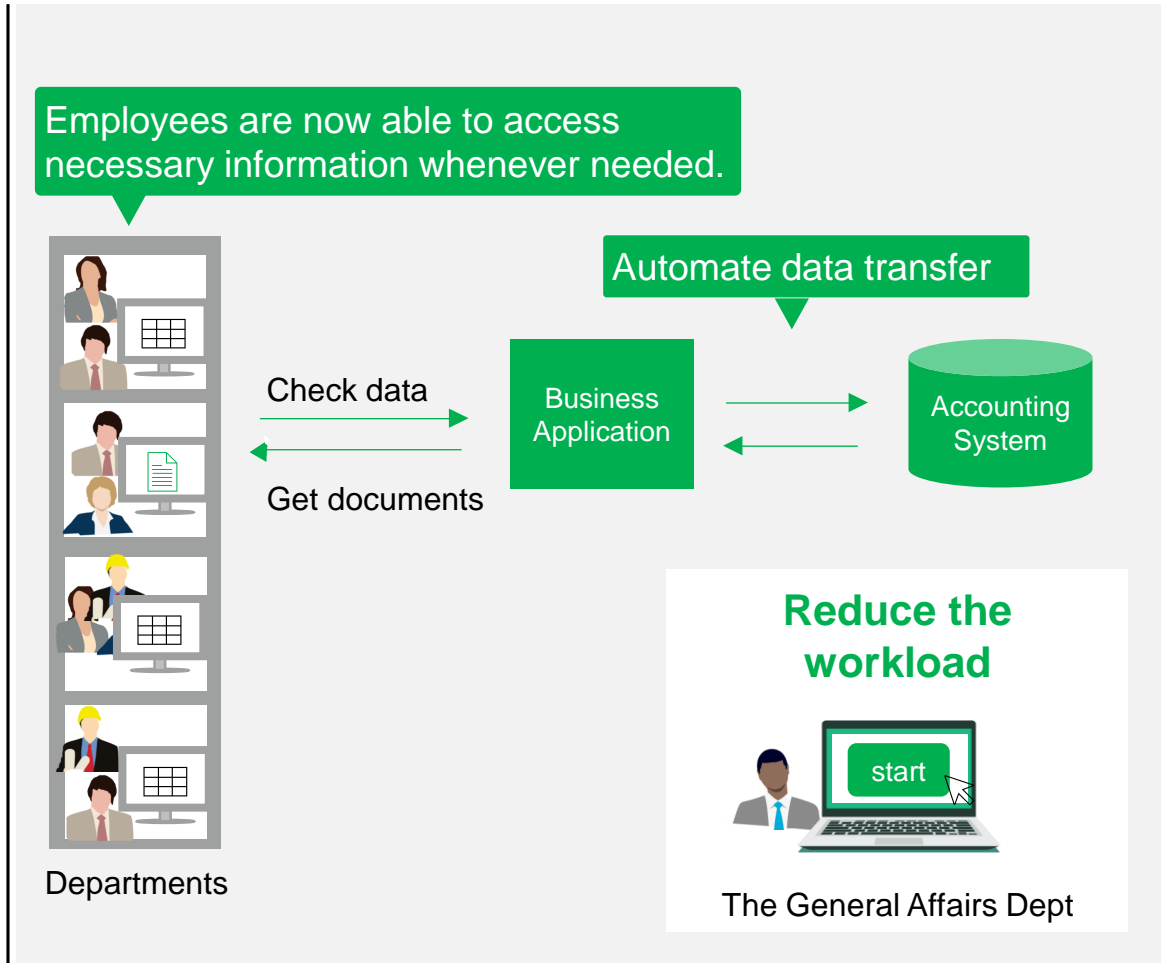
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Steps to streamline business processes

Step 1

Document Current Processes / 業務一覧の作成

Step 2

Identify the Processes to Streamline / 課題の洗い出し

Step 3

Understand Workload / 業務量の把握

Step 4

Set Priorities / 優先度の設定

Step 5

Explore Improvement Solutions / 改善策の検討

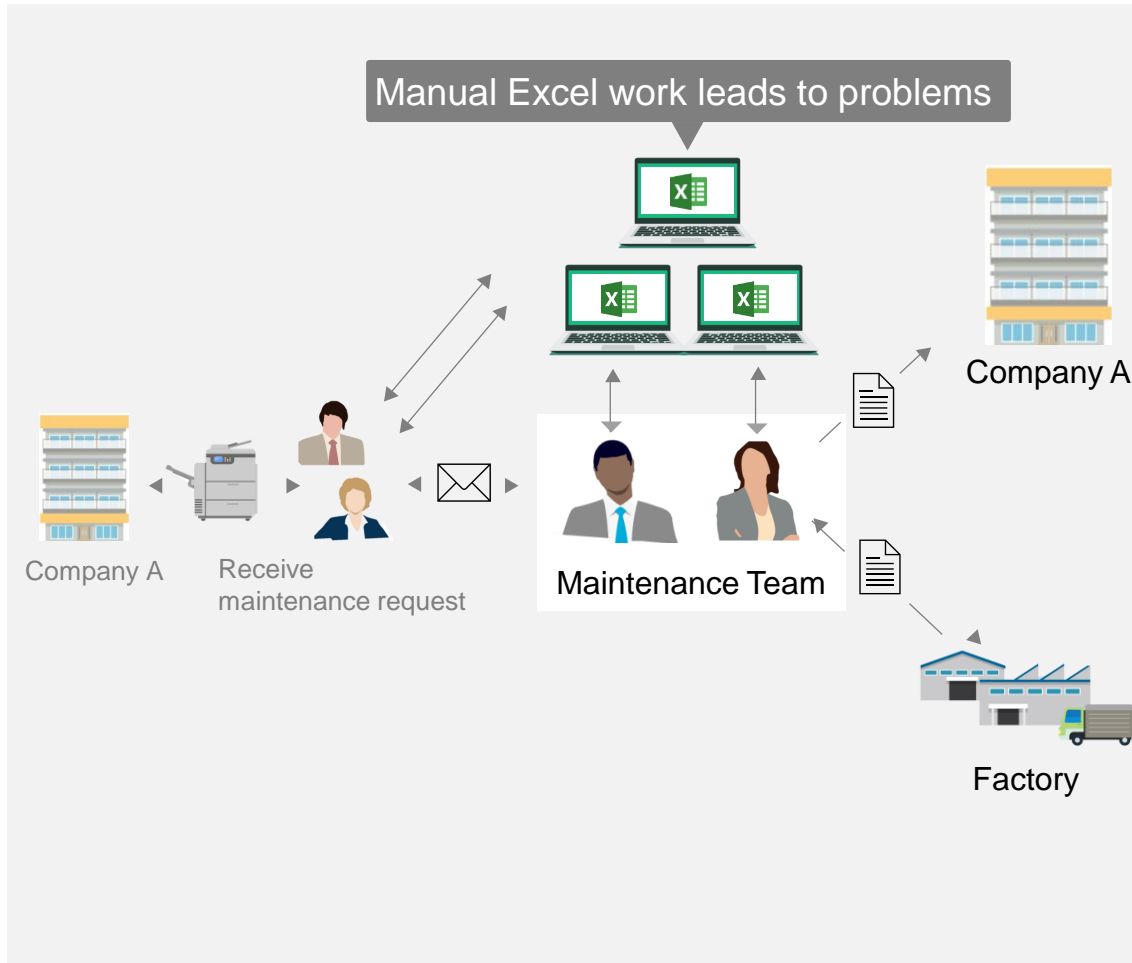
Step 6

Develop an Implementation Plan / 実行計画の作成

Case 3. Enhancing data management process

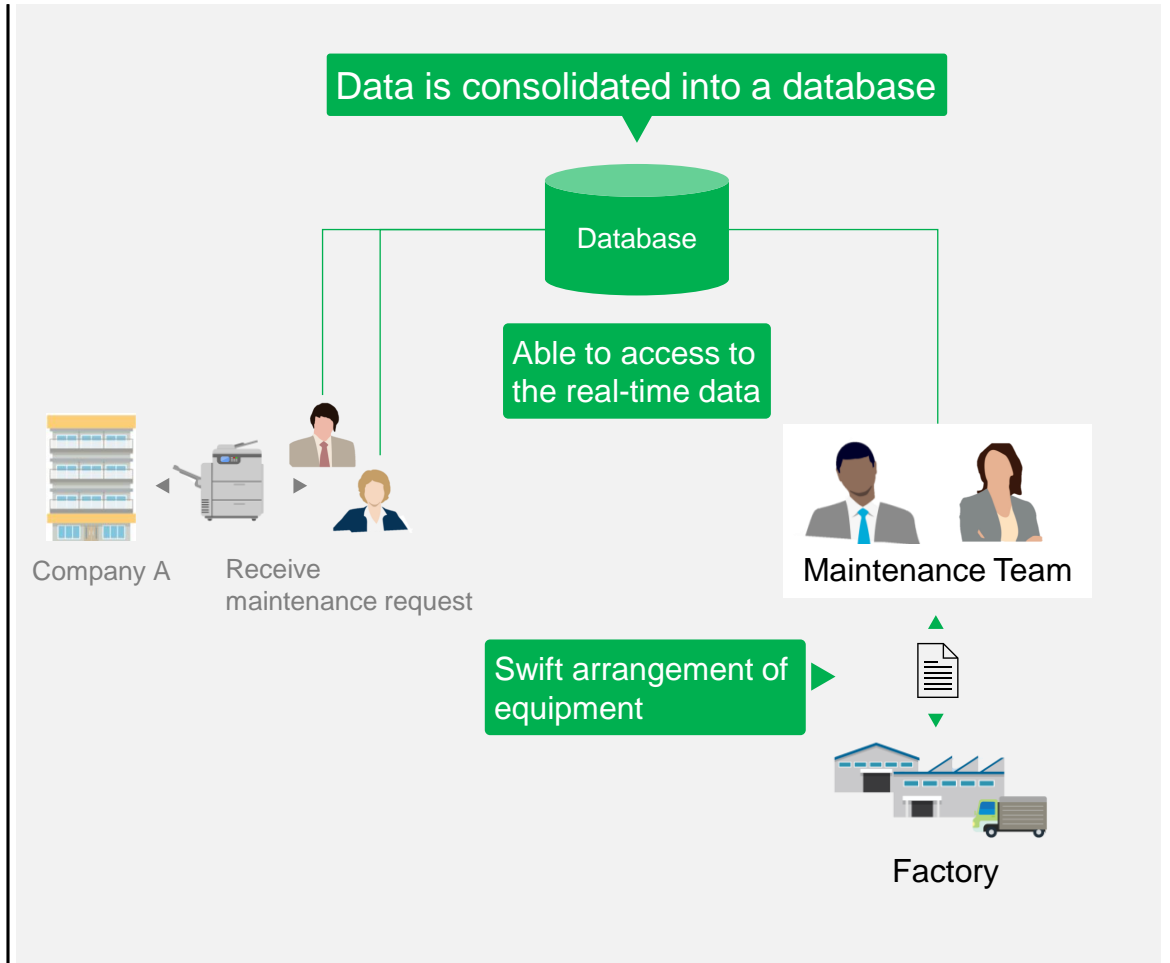
Before

The company utilized Excel for equipped maintenance management, but numerous inefficiencies were present.

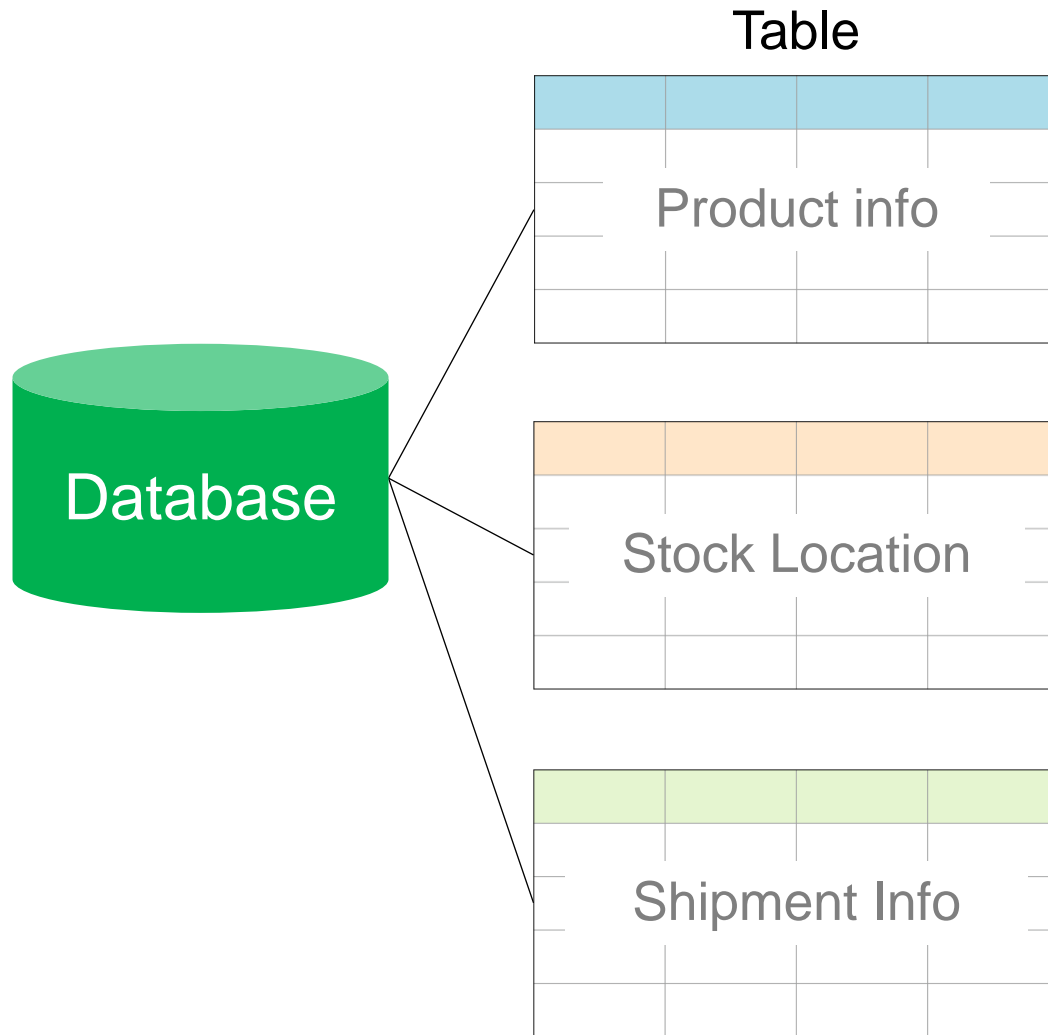


After

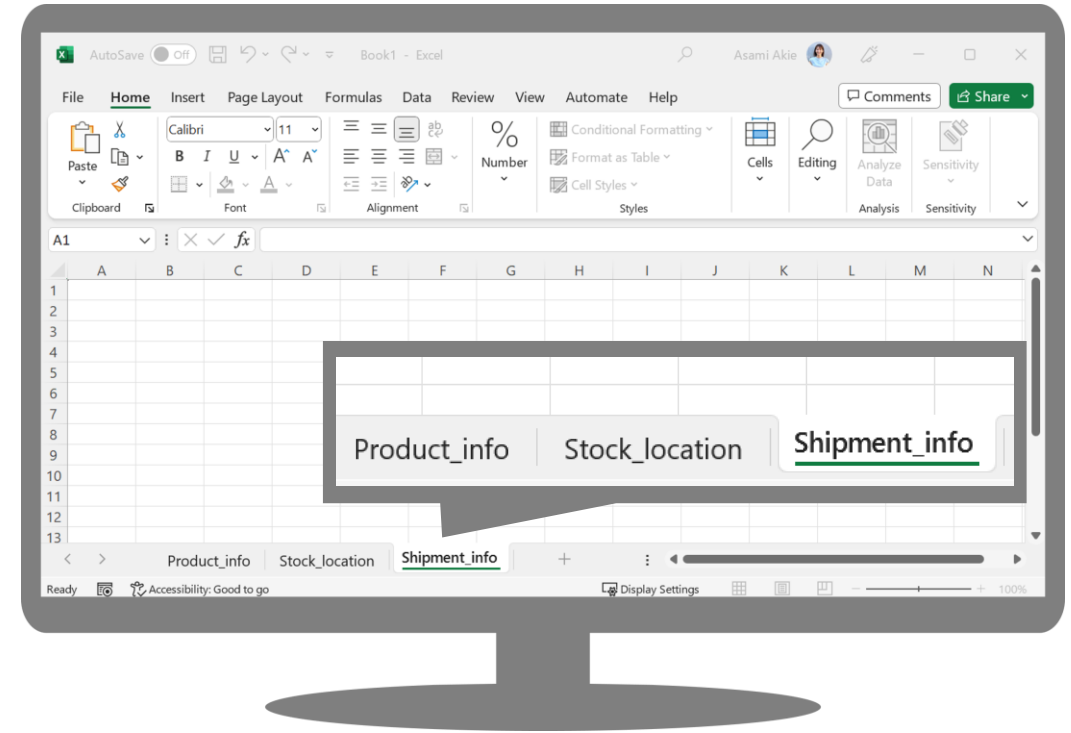
Through systemization, resulting in significant reduction in task time across various operations.



Data management using a Database



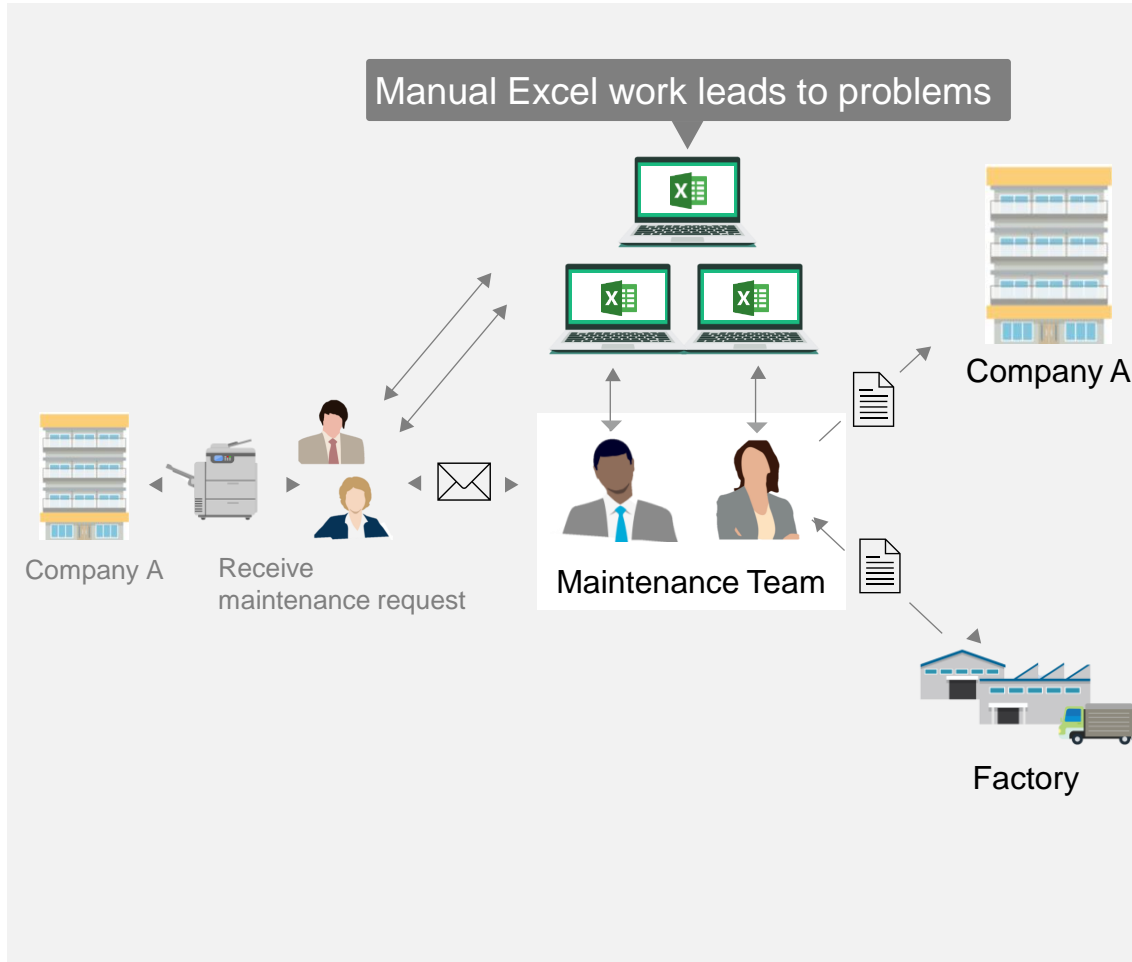
Excel



Case 3. Enhancing data management process

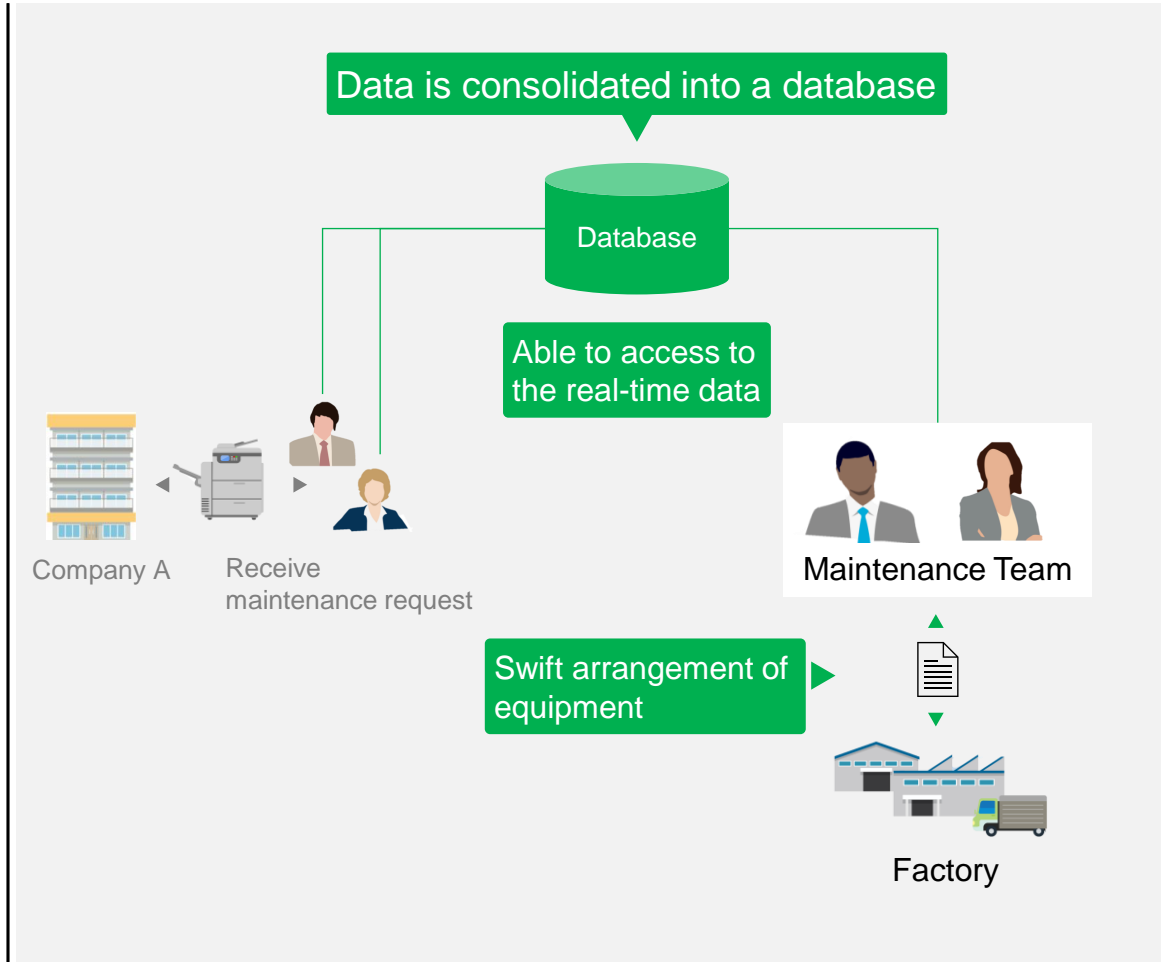
Before

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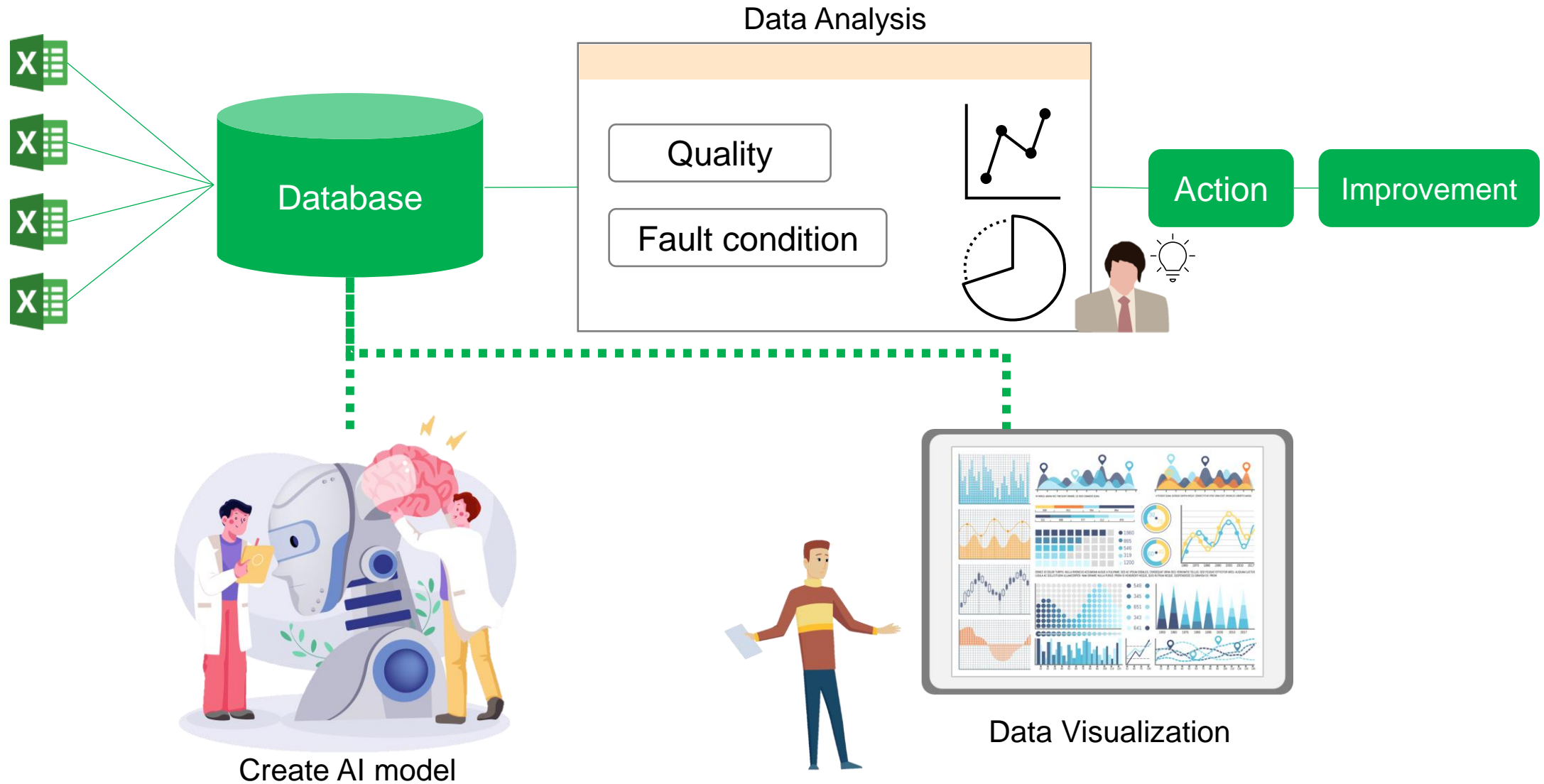


After

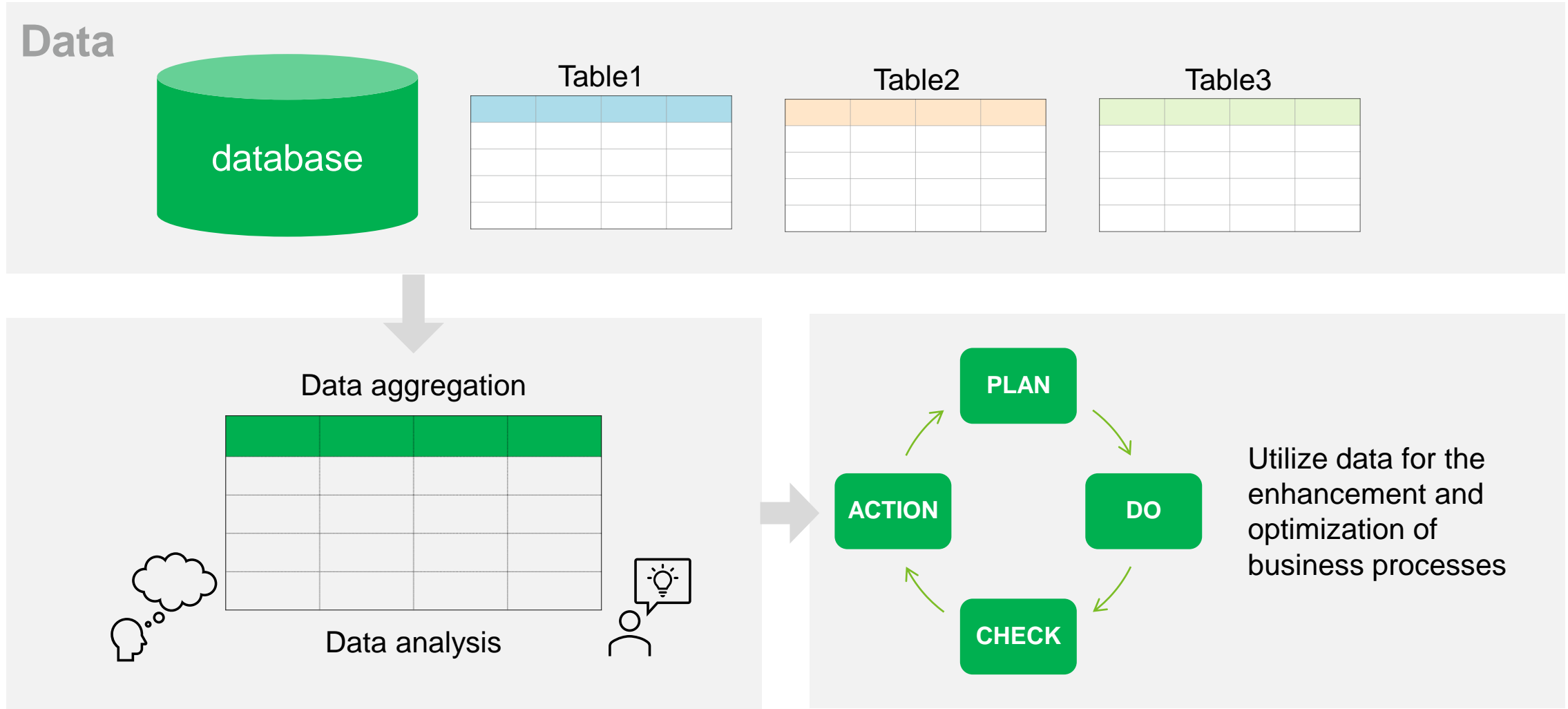
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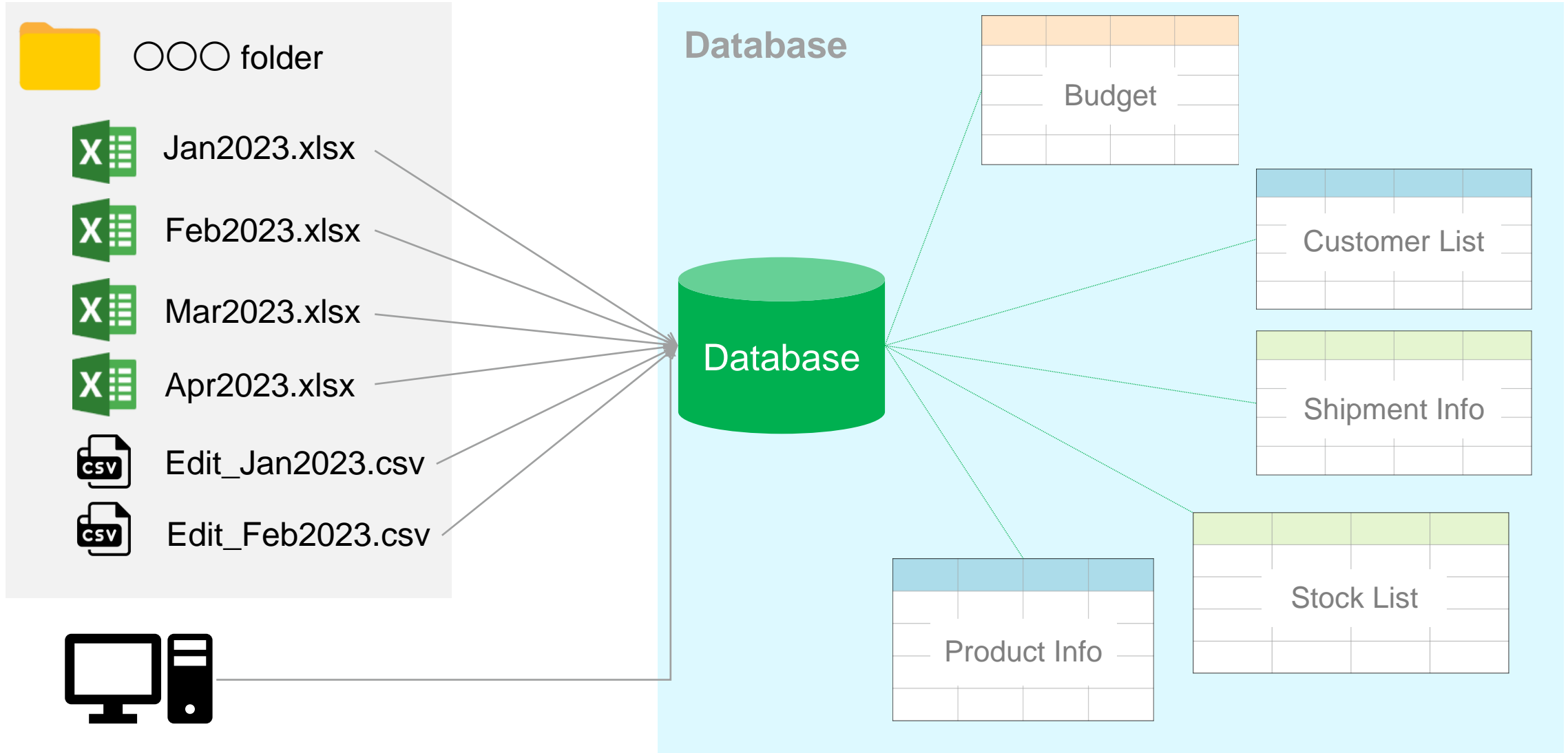
Case 3. Identification of Data Validations



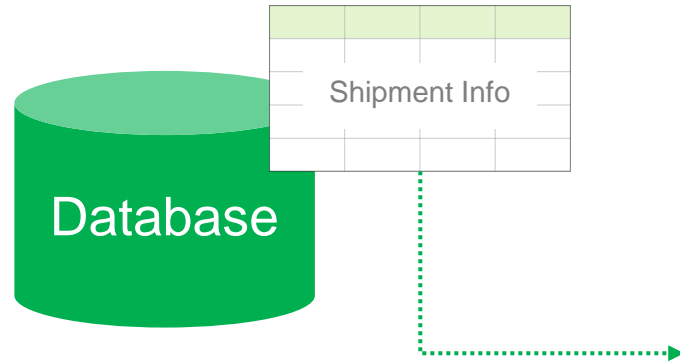
Data Utilization: Data Integration and Analysis



Centralize Data into a Database

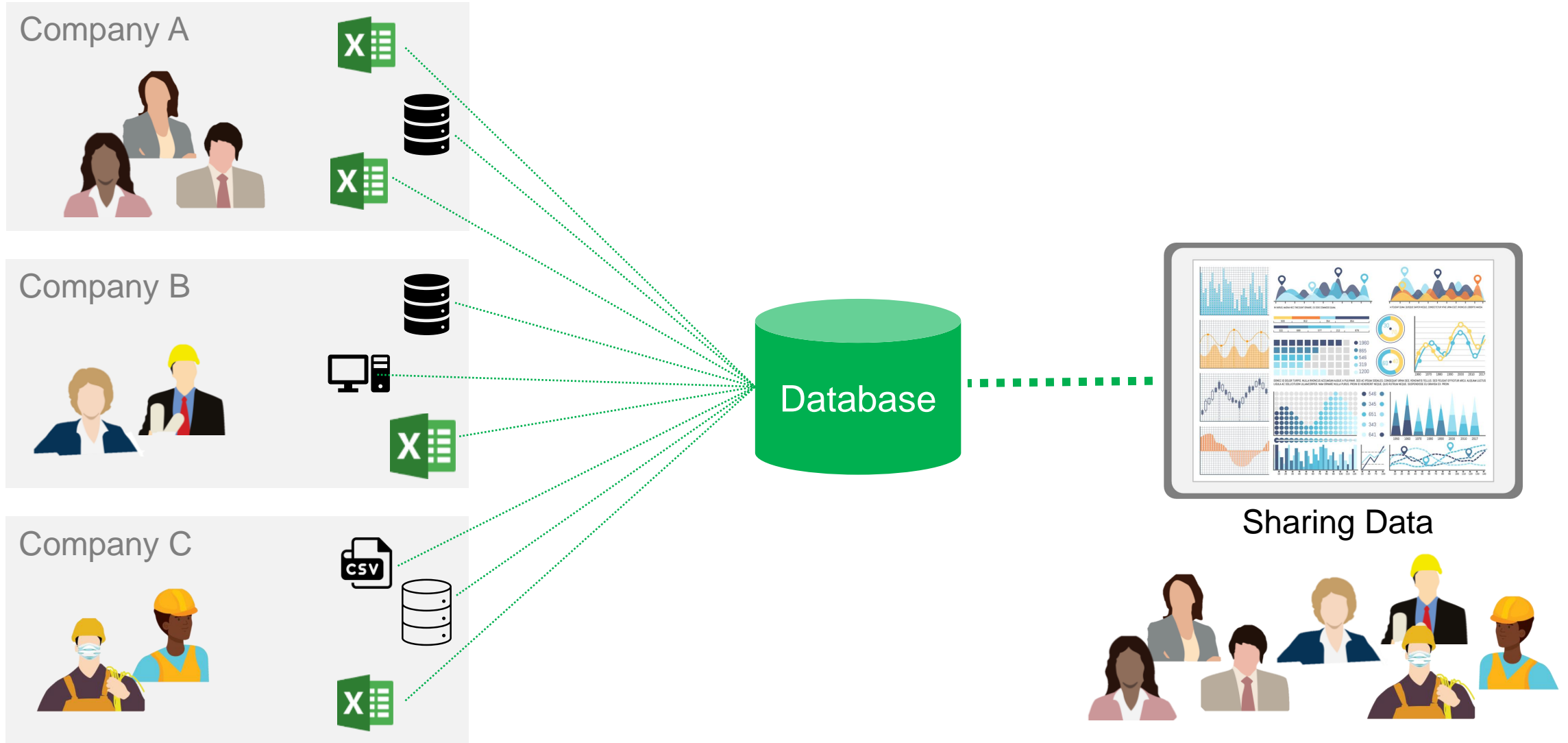


Centralize Data into a Database

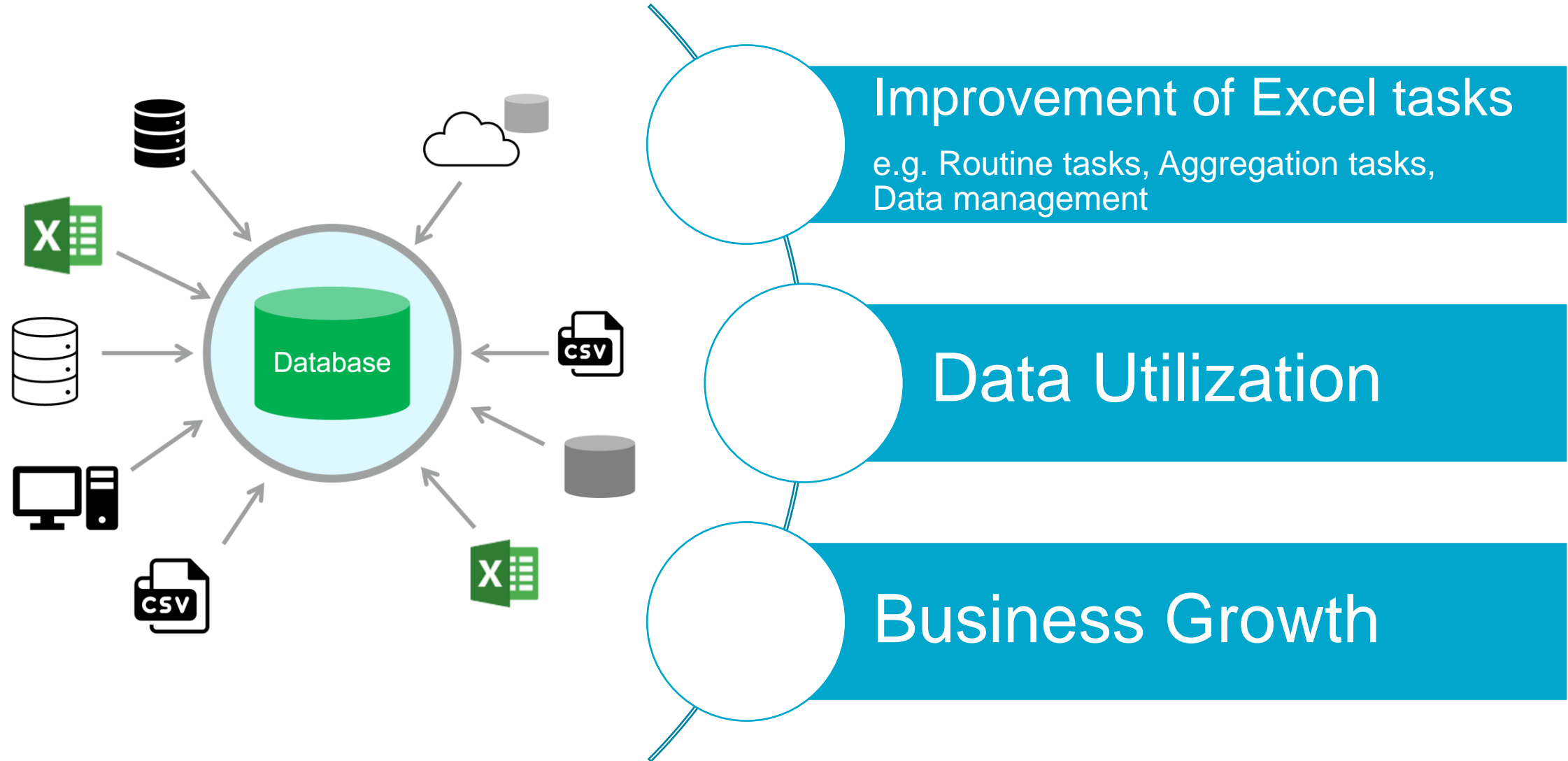


- Create business reports
- Data visualization
- Automate data aggregation

Centralize Data into a Database



Conclusion



Thank you