

Instructions for the Analysis and Evaluation sections of the workbook for the District Evaluation and Adjustment Team

Now that the Workhour/Workload Reports have been copied into this workbook it is time to analyze the information for each route and identify the data that will be used for the carrier consultation script and for evaluating the routes Office and Street times.

Before any analysis of the information begins there is some basic information needed for the file to calculate the information correctly. This information includes the: District Evaluation Team names (cell AL2); the date analysis is starting (AL3); fixed office time(AF75) which start at the minimum FOT of 33/43 based on if the unit has an office break or not; Base Street Time (AJ75); and the Street Time (AK75) from the 3999 being considered for the evaluation.

It is important that all Times entries entered into this file be entered as Hours: Minutes. All Time entries must use of a colon ":" in the data and not a decimal point.

The screenshot shows an Excel spreadsheet with the following data and structure:

Workhour Workload													Anomaly Worksheet							
Delivery Unit: 2026001													Regular Carrier: SMITH, R D		Evaluated by:					
Date Range: 03/01/2009 - 04/30/2009															Date data analyzed:					
Route: 10002																				
Regular Carrier: SMITH, R D																				
Office Time													Est. Std	Average		Average				
													1:27	142	327	6:32				
													Cased Volumes		Volume Anomalies					
Date													Letters	Flats	Selected	Letters	Flats	Street Anon		
Carrier													1:07			121	332	Total		
Act AM Proj AM Act PM Proj PM OEI Act Str													Base Information		Regular Carrier: SMITH, R D		Evaluated by:			
AM Asst AM Var PM Asst Var															Date data entered:					
Office													FOT	Base FOT	Carrier Off Input	Avg Street	Base Street	3999 Street	Carrier Str Input	Reg Off
Street													0:33	0:35		6:30	6:52	6:43		1:
05/01/2009 09:24 AM													1 (250 characters per section)							
													Times - Left side of 1840, reverse							

There are other pieces of information in this section of the tab that will be used during the actual Evaluation of this information and the information from the Carriers' consultations which will be covered later in this document.

The section of the route tabs that contains the information to be reviewed starts in column "AC". As you can see below there are several columns that are highlighted in yellow (AD, AE, AF, AI, AJ, AK, AM, AN). These are the columns that the District Evaluation and Adjustment Team will make any necessary corrections. The days that the regular carrier worked are identified to make it easier for the team to isolate those days for the Office and Street times.

To access this section of the data simply use the right arrow key to scroll over to this section. As you will see the screen will appear to scroll into itself. This was done so that the user can review both the Workhour/Workload report and the days being considered.

The District Evaluation and Adjustment Team will review the information and identify any anomalies and any potential integrity issues with the data. If a day is identified as having an anomaly or potential integrity issue, the Team can delete the day by simply deleting the "X" under the Selected column for the appropriate data element and day. If it is determined after reviewing the data that a day was deleted from the analysis should and needs to be put back in the team should place and "X" back in the deleted Selected cell for the appropriate information.

If needed this report can be printed out to show the Workhour/Workload Report, the Anomaly Worksheet and the Analysis Report.

There are several cells (AF10, AJ10, AK10, and AN10) which appear in red at the top of the analysis section of the report. These cells show the average for the corresponding information for the columns. There is also a cell (AF8) that shows the Estimated Standard. The data in these cells may change as data for any days are deleted from consideration. Below is an example of days being considered for deletion if they were to be considered outside the normal range for that day on that route. In this example the Office time for 3/09 and the Case Volume for the days of 3/02, 3/09, 3/18, and 3/21 are being considered for exclusion from the data. Although 3/21, is not a day that the regular worked the cased volume for all days are used to develop the Estimated Standard and can be considered for exclusion.

Workhour Workload													Anomaly Works							
													Route:	10002	Regular Carrier:	SMITH, R D				
													Average		Est. Std	Average		Volume Anomalies		
													1:08		1:23	132	325	117		
Date	Carrier	Act AM	AM Asst	Proj AM	AM Var	Act PM	PM Asst	oj PM	PM Var	OEI	Act Str	Str Asst	Office Total	Carrier	Selected	1:06	Cased Letters	Flats	Selected	Letters
03/02	SMITH, R D	1:14	0:00	1:17	-0:03	0:04	0:00	0:10:00:06	573.84	6:42	0:00	1:18	Reg	X	1:18	161	458			
03/03	SMITH, R D	0:59	0:00	0:53	0:06	0:10	0:00	0:10:00:00	648.69	6:51	0:00	1:09	Reg	X	1:09	148	214	X	148	
03/04	SMITH, R D	0:48	0:00	0:51	-0:03	0:08	0:00	0:10:00:02	802.15	6:49	0:00	0:56	Reg	X	0:56	67	236	X	67	
03/05	SMITH, R D	1:07	0:00	1:08	-0:01	0:12	0:00	0:10:00:02	565.15	6:34	0:00	1:19	Reg	X	1:19	80	401	X	80	
03/06	SMITH, R D	1:04	0:00	0:59	0:05	0:11	0:00	0:10:00:02	592.06	6:31	0:00	1:15	Reg	X	1:15	128	285	X	128	
03/07	LEE JR, C G	1:12	0:00	1:05	0:07	0:10	0:00	0:10:00:00	548.52	5:53	0:00					262	282	X	262	
03/09	SMITH, R D	1:31	0:00	1:25	0:06	0:11	0:00	0:10:00:02	436.25	6:14	0:00	1:42	Reg			297	470			
03/10	SMITH, R D	0:48	0:00	0:56	-0:08	0:11	0:00	0:10:00:01	761.22	7:01	0:00	0:59	Reg	X	0:59	78	276	X	78	
03/11	SMITH, R D	0:53	0:00	0:54	-0:01	0:10	0:00	0:10:00:01	703.77	5:51	0:00	1:03	Reg	X	1:03	74	264	X	74	
03/12	SMITH, R D	1:02	0:00	1:10	-0:07	0:10	0:00	0:10:00:00	621.66	6:27	0:00	1:12	Reg	X	1:12	81	419	X	81	
03/13	SMITH, R D	0:43	0:00	1:00	-0:17	0:11	0:00	0:10:00:01	828.88	6:28	0:00	0:54	Reg	X	0:54	138	288	X	138	
03/14	LEE JR, C G	1:05	0:00	1:26	-0:21	0:11	0:00	0:10:00:01	587.40	5:45	0:00					91	392	X	91	
03/16	SMITH, R D	1:10	0:00	1:07	0:02	0:10	0:00	0:10:00:01	560.90	6:40	0:00	1:20	Reg	X	1:20	137	368	X	137	
03/17	GRASSEL, T P	1:06	0:00	1:20	-0:14	0:09	0:00	0:10:00:01	596.80	5:43	0:00					166	311	X	166	
03/18	SMITH, R D	1:00	0:00	1:15	-0:15	0:10	0:00	0:10:00:01	637.60	6:50	0:00	1:10	Reg	X	1:10	83	478			
03/19	SMITH, R D	1:02	0:00	1:07	-0:04	0:08	0:00	0:10:00:01	632.20	6:23	0:00	1:10	Reg	X	1:10	64	398	X	64	
03/20	SMITH, R D	0:00	0:47	0:51	-0:04	0:00	0:06	0:10:00:04	847.72	0:00	6:19	0:53	Reg	X	0:53	92	222	X	92	
03/21	GRASSEL, T P	1:10	0:00	1:32	-0:22	0:02	0:00	0:10:00:07	621.66	5:45	0:00					303	325			
03/23	SMITH, R D	0:57	0:00	1:04	-0:07	0:16	0:00	0:10:00:06	816.52	6:37	0:00	1:13	Reg	X	1:13	59	374	X	59	

After the Office Time and Cased Volumes have been reviewed Street Time should be reviewed for days considered to be outside of the normal range for the route and being considered for exclusion from the data. The Street information is to the right of the cased volume information and can be accessed by continuing to scroll to the right.

REMEMBER to SAVE the file after completing each routes' analysis.

After all of the information has been updated for all of the routes, each route should be printed and reviewed.

As part of the analysis of the data the District Evaluation and Adjustment Team will have to complete a Carrier Consultation Script for each route using data from the final page of each routes' report.

After the reports have been printed and the Carrier Consultation have been completed the District Evaluation Team will need to go into this file again and update some of the data related to the carriers input. To simplify this it may be easier if the District Evaluation and Adjustment team unfreeze the window screen in this file for each route.

This can be done by selecting "Window" from the EXCEL toolbar and then selecting "Unfreeze Panes". This will need to be done for each route as you go in to enter the carrier consultation information. This will make the data entry for the evaluation of the routes easier. Once the Freeze pane is turned off to get to the evaluation section of the tab scroll across the data to column "AD" and move down until the screen below is on the screen.

	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU
52																		
53																		
54	Route:	10002	Regular Carrier:	SMITH, R D				Evaluated by:										
55								Date data entered:										
56																		
57		Avg Office	Est. Std Office	FOT	Base FOT	Carrier Off Input	Avg Street	Base Street	3999 Street	Carrier Str Input	Reg Std Office	Demo Perf						
58		1:06	1:23	0:33	0:35	1:15	6:35	6:52	6:43	6:45	1:23	79.3%						
59																		
60	Comments:	(250 characters per section)																
61																		
62																		
63																		
64																		
65																		
66																		
67																		
68																		
69																		
70																		
71																		
72																		
73																		
74																		
75																		
76																		
77		Route Evaluation Times - Left side of 1840, reverse										Final Adjustment Times - Right side of						
78	Office																	Office
79	Street																	Street
80	Total	0:00																Total
81	Router																	Router
82																		
83																		

This report will be completed for each route and include any comments that the District Evaluation and Adjustment Team have related to how the evaluation and adjustment were determined. The lower left information will be the information used by the team as the final evaluation before any adjustments are performed. The lower right will represent the value of the route after any and all adjustments are made (Right side of the 1840, Reverse) including any route structure optimization performed either manually or through the use of COR.

The final tab in this workbook contains a Unit Summary of the Evaluation and Adjustment data by route.

The screenshot shows an Excel spreadsheet titled "Unit Summary Report". The report is for Delivery Unit 2026001, covering the date range from 03/01/2009 to 03/31/09. The data is organized into several sections:

- Delivery Unit:** 2026001
- Date Range:** 03/01/2009 through 03/31/09
- Analysis Times:** A table with columns for Route #, Regular, Adj Avg Office, Est Std Office, Carrier Off Input, Adj Avg Street, Base Street, 3999 Street, Carrier St Input, Cased Letters, and Cased Flats. For route 10002 (SMITH, R D), the values are: Regular, 1:06, 1:23, 1:15, 6:35, 6:52, 6:43, 6:45, 117, 305.
- Evaluation Times Selected - Left side of 1840:** Office, Street, Total, Router, FOT. Values for route 10002 are 0.00, 0.00, 0.00, 0.00, 0.00.
- Final Adjustment Times - Right side of 1840 reverse:** Office, Street, Total, Router, FOT. Values for route 10002 are #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!.
- Summary Rows:**
 - Unit Total: 1:06, 1:23, 1:15, 6:35, 6:52, 6:43, 6:45, 117, 305, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00.
 - Unit AVERAGE: 1:06, 1:23, 1:15, 6:35, 6:52, 6:43, 6:45, 117, 305, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!, #DIV/0!.

Some information from the Unit Summary Report will be used to update the DOIS Base Data for the routes. The information under the Final Adjustment section on the right of the form will become the new DOIS base data in addition to the Actual/Standard percentage.

This completes the instructions for the Workhour/Workload analysis. A copy of each of the routes' data, evaluation information and the unit summary report should be kept on file at the District Office. The District Lead Team should also receive a copy of the electronic file for each unit.