

VERNAY LABORATORIES, INC.

Yellow Springs, Ohio

Interoffice

TO Steve Bowens, Paul Graham, Alan Hausser, DATE March 2, 1987
Tom Lauterbach, Ken Weaver

cc: Manufacturing Staff

FROM Steve Russo

SUBJECT Presentation of 1987 Focus Plans

On Friday, March 20, 1987, in the front conference room of Plant III, the Manufacturing Staff will be reviewing your group's plans to support our 1987 focus---improved product consistency. The purpose of these review sessions is two-fold:

- 1) To update the Manufacturing Staff on each group's specific plans, and
- 2) To enable the Manufacturing Staff to assess how the collective plans of all groups integrate.

The schedule for the March 20, 1987, presentation is:

<u>Time</u>	<u>Group</u>	<u>Coordinator</u>
8:00 a.m.	Quality Assurance	Ken Weaver
8:30 a.m.	Inserts Group	Alan Hausser
9:00 a.m.	Raw Materials Group	Paul Graham
9:45 a.m.	Production Engineering/Maintenance	Tom Lauterbach
10:15 a.m.	Industrial Engineering	Steve Bowens

Each group has 1/2 hour for both presentation and discussion. Please provide the Manufacturing Staff (Steve Russo, Jon May, Gary Blevins, Earl Andy, Ben Carlson, Jon Heslop, Steve Bowens, Tom Lauterbach) with a copy of your presentation by Wednesday, March 18, 1987.

The plans should be basic, focused, specific, and manageable/realistic. Key target dates and assignments should be noted. The use of fishbone diagrams, graph charts, and other information organizing techniques will be helpful. Please copy this memo to the other members of your group. Contact me if you have any questions.


S. S. RUSSO

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