

Analysis of Company Procedures Using a Task Force

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The purpose of this project was to evaluate current procedures at my company. All medical device companies are required to maintain a certain level of documentation. This documentation includes all the data and information that is collected during the design of a new product. Shortly after I started at the company, I spent time reviewing the current procedures and identified a need for a more complete and efficient system. I developed and led a task force to address this issue within the company. Members from each department that had a direct link to the procedures made up the team. We met monthly for a year and discussed key topics and tried to develop methods to resolve these areas. The final product of the task force was an Excel spreadsheet that included all of the action items the group agreed were necessary to update the procedures. Throughout this process the task force determined that there were a number of underlying reasons why the procedures needed updating. These reasons included the rapid rate of growth our company has experienced, making it hard for the procedures to keep up with the changes accompanying expansion. There are also inconsistencies between the ways different divisions are run. Alternative solutions to using a task force include hiring a consultant to review the documentation, allowing an individual to review and modify the procedures or leaving the procedures alone and figure out a way to work within the existing system. Each solution presented has benefits and drawbacks, but I believe that the task force method that was chosen worked very efficiently to sort through the drawbacks of the existing procedures and identify solutions. In conclusion, the task force was extremely effective in breaking down the current process and putting together a list of action items that need to be implemented in a new revision of the procedures.