



Organizational Process Improvement
Digital Process Simulations
Enterprise Documentation
Project Management



Founded in 2015, The Efficiency Group LLC is an 8(a) firm dedicated to working with government agencies to maximize their operational effectiveness using industry proven techniques.

Our proprietary, modern approach to Lean Six Sigma, called HELIX-S, leverages a range of strategies including process modeling, digital simulation, change management, documentation development, and project management to help clients implement transformational processes and organizational improvement.



The HELIX-S methodology works with all key organizational components People, Process, Systems, and Data to improve and streamline organizational functions. Digital Simulation helps leadership evaluate new processes and allows staff to see and embrace new procedures, easing Change Management concerns.

CORE CAPABILITIES



PROCESS ANALYSIS & IMPROVEMENT

- Lean Six Sigma experts
- Financial Analysis
- Organizational & workforce analysis
- Business Process improvement/Re-engineering
- Lean Six Sigma training
- System requirements drafting
- Supply Chain & Logistics support
- Data metrics, analysis, dashboard



DIGITAL SIMULATION

- Process flow simulation
- As-Is/To-Be determination
- ROI, ROE, ROA analysis
- What-if scenarios
- Data/Business analytics



CHANGE MANAGEMENT

- Planning & organizing
- Strategy development
- Communications and Training
- Sustainment, coaching & development



ENTERPRISE DOCUMENTATION

- SOP, Jobs Aids
- Content auditing & assessment
- Governance structures
- SharePoint management



PROJECT MANAGEMENT & PMO

- Charter development
- Schedule development & tracking
- Gateway workflow process
- Project coordination
- Reporting & communications

SOME OF OUR CLIENTS



National Heart, Lung and Blood Institute



National Institute of Biomedical Imaging and Bioengineering



HUMAN RESOURCES RESEARCH ORGANIZATION

CURRENT CONTRACTS: GSA MAS Schedule, Contract #47QRAA19D0029 • Human Capital and Training Solutions (HCaTS)

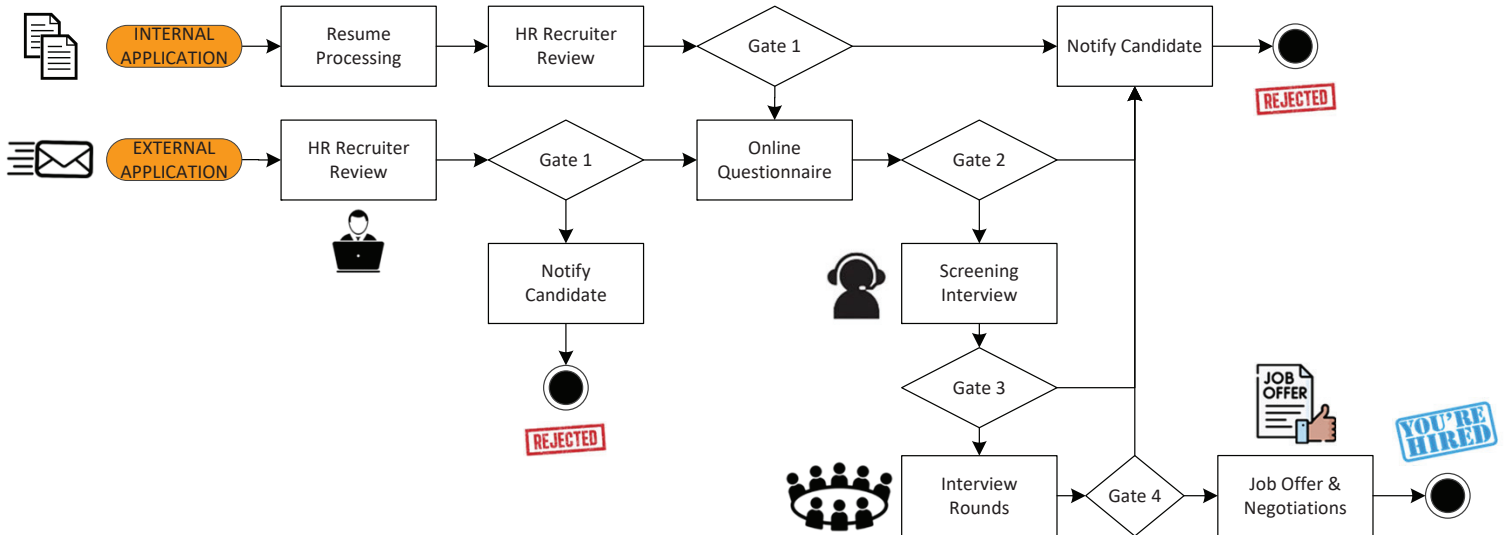
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CASE STUDY: Digital Simulation

The Efficiency Group was engaged to improve a Hiring & Onboarding process; it was taking too long and costing \$15,000 in resources for every new hire. We started by mapping the current process and used Digital Simulation to run test cases and validate potential changes. Multiple what-if scenarios were tested. The results were presented to leadership for assessment, and selection of a to-be process for implementation.

The effort yielded a strategy that created a targeted applicant pool automatically reducing reviews by 75% and restructured processes cut costs by 80%. Digital Simulation makes identification and verification of new organizational functions quick and efficient without impacting staff. It is a great tool for showing staff the future!



CASE STUDY: Process Analysis & Change Management

The Efficiency Group was engaged in an organizational and digital transformation effort. Staff training in process improvement was provided using the HELIX-S methodology. A Change Management Transformation Strategy, developed by The Efficiency Group, guided the organization as it transformed its processes and functions into a more effective and productive operation.

The effort included the creation of new enterprise-wide processes and supporting documentation: policies, governance, SOPs and more. Combined, these materials created a new framework for the organization. The result was an organizational transformation with momentum, leadership support, employee buy-in, and improved organizational operations.

CHANGE MANAGEMENT IS A PROCESS

PHASE	PURPOSE	ACTIVITIES
Vision and Purpose	Define the overarching goal of the change initiative.	Vision Statement: Craft a clear and inspiring vision statement of the desired future state. Stakeholder Alignment: Engage key stakeholders to ensure alignment with the vision.
Assessment and Readiness	Understand the current state, assess readiness, and identify potential barriers.	Current State Analysis: Evaluate existing processes, culture, and resources. Risk Assessment: Identify risks and obstacles. Readiness Survey: Gauge employees' readiness for change.
Strategy and Planning	Develop a comprehensive strategy for implementing the change.	Change Objectives: Define specific, measurable objectives. Communication Plan: Create a communication strategy to keep stakeholders informed. Resource Allocation: Allocate resources - financial, human, technology. Timeline and Milestones: Set clear timelines and milestones.
Communication and Engagement	Foster buy-in and engagement among employees.	Communication Channels: Choose effective channels (town halls, newsletters, intranet). Leadership Messaging: Equip leaders with consistent messages. Feedback Mechanisms: Establish feedback loops for continuous improvement.
Training and Capability Building	Equip employees with the necessary skills and knowledge.	Training Programs: Develop training modules. Change Champions: Identify and train change champions within teams. Skill Gap Analysis: Address skill gaps.
Implementation and Execution	Execute the change plan effectively	Pilot Testing: Test changes in a controlled environment - SIMULATIONS. Rollout: Gradually implement changes across the organization. Monitoring and Adjustments: Continuously monitor progress and adjust as needed.
Sustainment and Reinforcement	Ensure the change becomes embedded in the organization's culture.	Recognition and Celebration: Acknowledge achievements. Performance Metrics: Define success metrics. Reinforcement Activities: Regularly reinforce the change message.