

Performance Indicators Task Team Position Description

Updated 5 January 2012

Operations Management Overview:

Operations Management Community of Practice (COP) aims to cover and review all areas of operations management including the integrated process flow from the supply of raw materials to final product distribution. The goal of the Operations Management is to discuss and better understand how a complex pharmaceutical manufacturing plant can work more efficiently to increase productivity.

Position Purpose and Objectives:

The Purpose of the Performance Indicators Task Team is to discuss and better understand the industry-wide indicators in order to define and analyze the best Key Performance Indexes to be used in pharmaceutical operations and to define a common set of indicators for the industry.

Appointed by: Operations Management COP Steering Committee

Responsibilities of this Position:

The Performance Indicators Task Team will be responsible for delivery of KPI for pharmaceutical Operations and delivery of Benchmarking surveys.

Skills/Experience Requirements for this Position:

- Experience in developing manufacturing indicators
- Research or Benchmark experiences in KPI definition
- Skilled in manufacturing data collection systems and analysis (MES, OEE, etc.)

Length of Service: 1 Year Additional Details (optional):

Time Commitment: Approximate hours per month: 2-4 hours

Work will be intermittent regular regular with peaks requiring additional effort.

Meeting Schedule:

Monthly teleconferences. Approximate once weekly calls to individuals to discuss activities, get feedback, etc.

Attendance Requirement:

Possible attendance at a Board Meeting (in person, or virtually) to demo the system and get feedback.

Volunteer Expectations

- | | |
|--|---|
| ✓ <i>Actively participate in meetings</i> | ✓ <i>Respond to communications in a timely manner</i> |
| ✓ <i>Read materials and come prepared to each meeting</i> | ✓ <i>Develop a good relationship with Staff</i> |
| ✓ <i>Listen to people and ideas</i> | ✓ <i>Respect confidentiality</i> |
| ✓ <i>Become knowledgeable of the Society's policies and procedures</i> | ✓ <i>Fully support all decisions of the Board and Committee</i> |
| ✓ <i>Complete assignments on time</i> | ✓ <i>Always act in the best interests of ISPE</i> |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>