

Project guide

Project and
evaluation guide



Hey there

Welcome to the Gallagher Virtual Work Experience reference guide. This guide contains a summary of each project contained in the Gallagher work experience, alongside example responses and submission guidelines.

Contents

Project Summary	3
Project One	4
Project Two	5
Project Three	6
Project Four	7

Project Summary

Each work experience contains four projects.

- Project One: The Drop Off (Risk Assessment and Mitigation)
- Project Two: The Putaway (Communication and Analysis)
- Project Three Pick, Pack and Dispatch (Problem-Solving)
- Project Four: Think Different (Entrepreneurial / Human-focused Thinking)



Participants are asked to cross check a delivery slip with new stock arrivals and identify any errors.



Participants identify where new stock should be stored in a Gallagher warehouse.



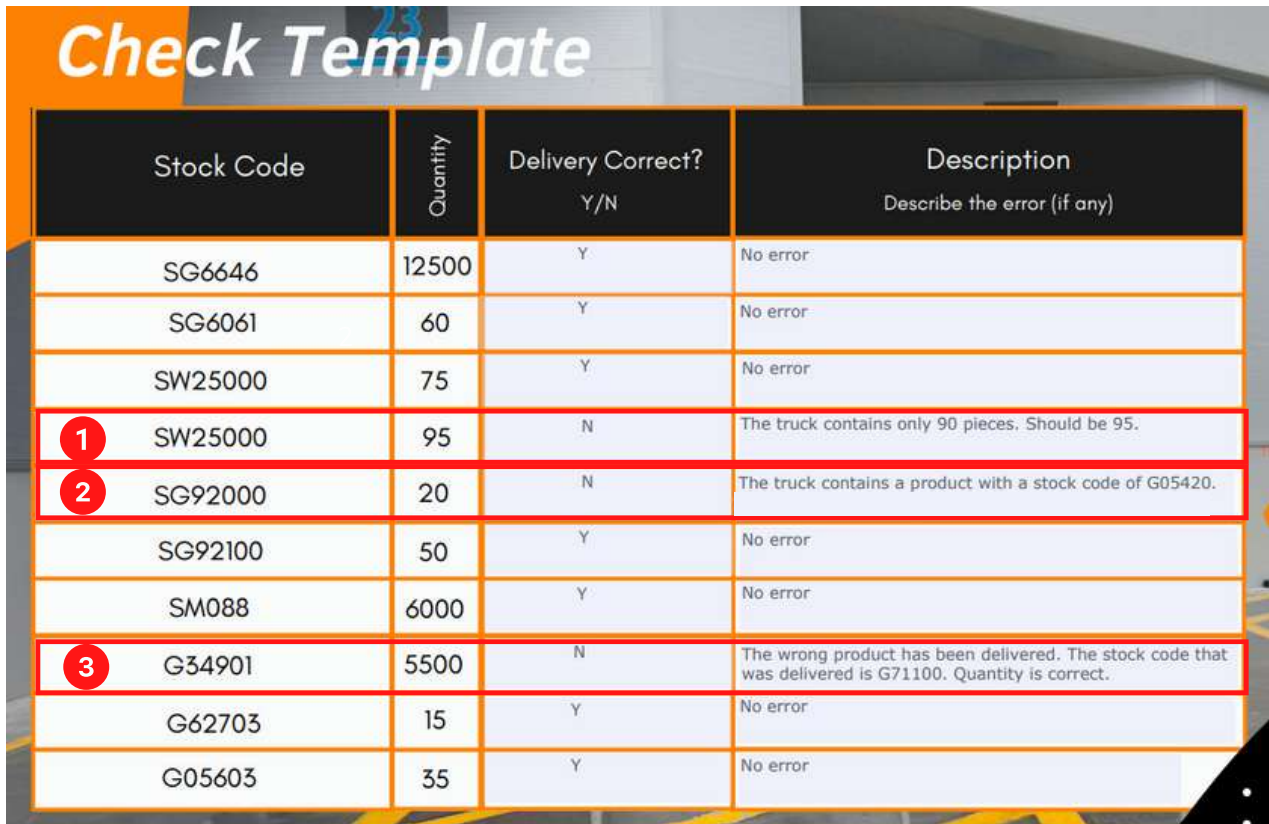
Participants cross check an order invoice with a putaway slip to ensure any errors are rectified before dispatch.



Participants are invited to practice problem solving and develop a solution to one of three common warehouse challenges.

Project One

Participants are asked to cross check a delivery slip with new stock arrivals and identify any errors. Errors that should be identified in the participants submission are detailed below:



The image shows a 'Check Template' table with 4 columns: Stock Code, Quantity, Delivery Correct? (Y/N), and Description (Describe the error (if any)). Three rows are highlighted with red boxes and numbered 1, 2, and 3. Row 1: Stock Code SW25000, Quantity 95, Delivery Correct? N, Description 'The truck contains only 90 pieces. Should be 95.' Row 2: Stock Code SG92000, Quantity 20, Delivery Correct? N, Description 'The truck contains a product with a stock code of G05420.' Row 3: Stock Code G34901, Quantity 5500, Delivery Correct? N, Description 'The wrong product has been delivered. The stock code that was delivered is G71100. Quantity is correct.'

Stock Code	Quantity	Delivery Correct? Y/N	Description Describe the error (if any)
SG6646	12500	Y	No error
SG6061	60	Y	No error
SW25000	75	Y	No error
1 SW25000	95	N	The truck contains only 90 pieces. Should be 95.
2 SG92000	20	N	The truck contains a product with a stock code of G05420.
SG92100	50	Y	No error
SM088	6000	Y	No error
3 G34901	5500	N	The wrong product has been delivered. The stock code that was delivered is G71100. Quantity is correct.
G62703	15	Y	No error
G05603	35	Y	No error

There are three errors that should be identified in a participants submission. They are listed below:

- 1 The delivery is incorrect. The truck has only delivered 90 pieces. It should be **95**.
- 2 The delivery is incorrect. product with the code G05420 has been delivered. It should be **SG92000**.
- 3 The wrong product has been delivered. The code code that was delivered is G71100 and should be **G34901**. The quantity is incorrect. 5700 has been delivered when it should be **5500**.

Project Two

In this project, participants are invited to use simulated SAP software to take note of the location labels for 6 stock items. Participants then have to identify and label where new stock should be stored in a Gallagher warehouse.

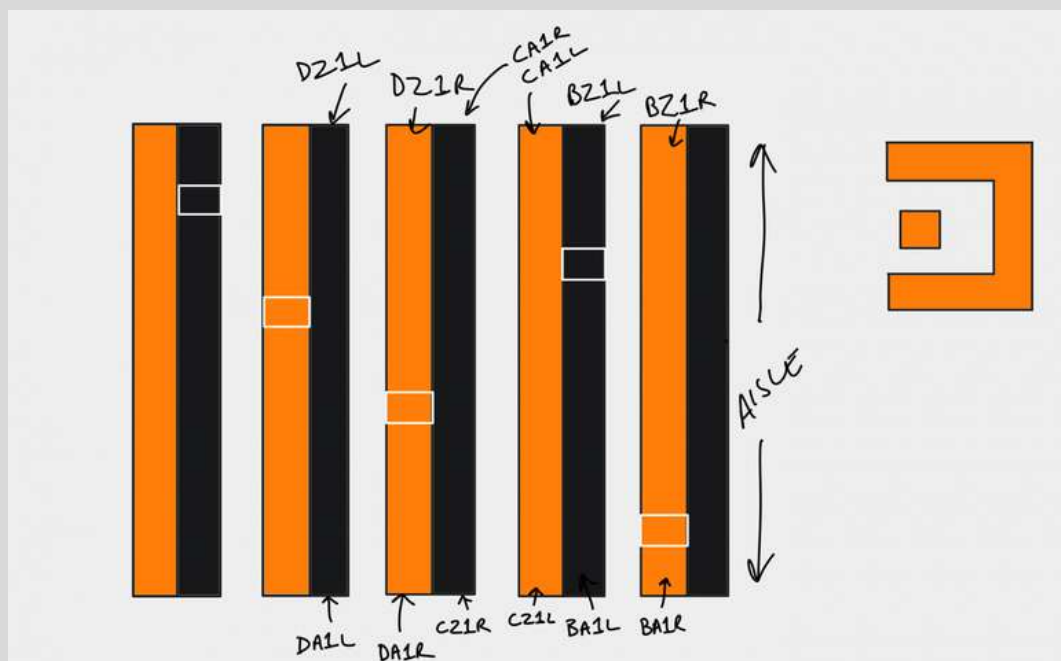
Submission Notes

Participants will have to identify and label the appropriate locations for the following item labels.

AD1R	BD1L	CE1L
CC1R	DF1R	CD1R

Warehouse Map

Participants will then have to draw or sketch up a warehouse map and clearly label the correct locations for each item. Please view the example below:




Project Three: Pick, Pack & Dispatch

Participants are asked to cross check an invoice with a packing slip that a co-worker has generated using SAP. Participants are invited to check and ensure that the order is correct and ready for dispatch by completing a Dispatch Check template with new stock arrivals and identify any errors.

Errors that should be identified in the participants submission are detailed below:

Dispatch Check

Item List Number	The product that Eli Packed.	If not correct record correct code.	The quantity that Eli Packed.	If not correct, record correct quantity
1	G389111		1	
2	G64050		1	
3	G36010		1	
4	G62814		25	30
5	SG6645		200	150
6	G66604		50	
7	G71300		1	
8	G67614		125	
9	G69203	G02500	50	75
10	SG6930		100	
11	G84700		1	



Delivery Address

Was Eli correct? (Y/N)

N

Record Delivery Address here to confirm location:

Farmland Co Pty Ltd
5 Kyle Street, Rutherford
NSW 2320
Australia

1 Quantity that Eli has listed is incorrect. Should be **30**.

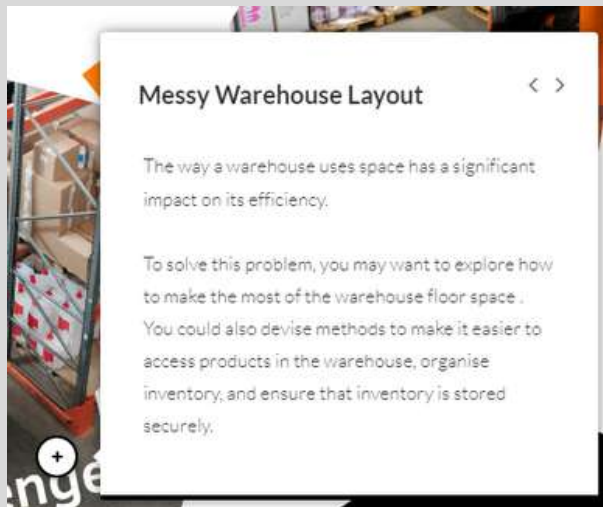
2 Quantity that Eli has listed is incorrect. Should be **150**.

3 Stock code and that Eli has listed is incorrect. Should be **G02500** and quantity **75**.

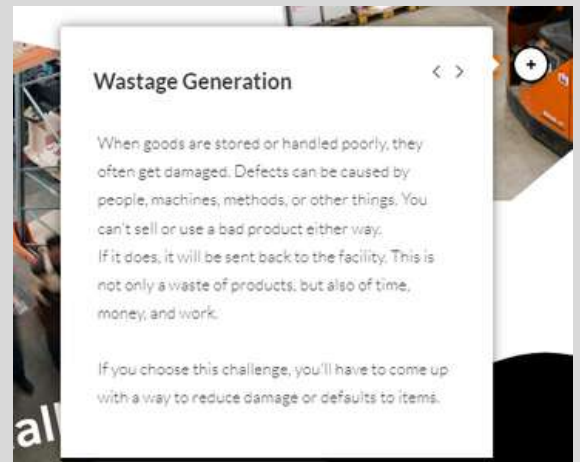
4 Address that Eli has recorded is incorrect. Should be **Farmland Co Pty Ltd, 5 Kyle Street, Rutherford NSW 2320, Aus**

Project Four: Think Different

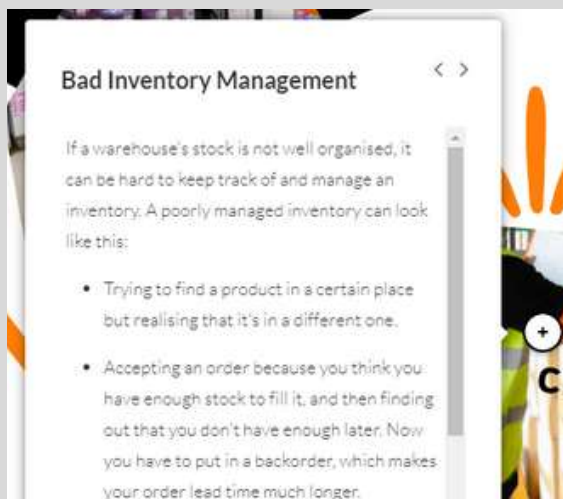
Participants are invited to practice problem solving and develop a unique and practical solution to one of three common warehouse challenges. These challenges are detailed below:



Challenge 1: Messy warehouse layout



Challenge 2: Product damage



Challenge 3: Bad inventory management

Project Submission Guidelines

A well developed and structured solution will meet the following criteria:

- It is clear that the participants understand the problem they have chosen to solve.
- The solution is doable, useable and would work.
- The participant has communicated and presented their solution clearly.
- The participants has communicated how their solution is unique/ different.
- The participant has considered the needs of their team when designing their solution. For example, the solution can easily be used.