

COMPANION WORKSHEET PACK

Cost Reduction Strategies

Find Where Costs Hide Before the Knife Touches Anything

9 Worksheets · 3 Categories · A4 Print-Ready

High-Volume · Niche-Search · Specific-Case

PT Hibrkraft Kreasi Indonesia · hibranwar.com

PART 1

High-Volume Worksheets

Universal worksheets — what most operators reach for daily or weekly. Run these on a regular cadence regardless of business size or stage.

Weekly Rework Incident Log

Keep this sheet on the desk for one week. One row per incident where work had to be done more than once.

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INCIDENT (WHAT HAD TO BE REPEATED)	TIME SPENT (MINUTES)	WHO WAS INVOLVED	ROOT CAUSE (MISSING DOC / WRONG INFO / NO SOP)
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1. Add up total minutes across all rows. Multiply by the average hourly cost of the people involved. That number is this week's process cost. Multiply by 4.3 for a monthly estimate.

2. Which root cause appears most often — missing document, wrong information, or no written standard? That category is where a one-page fix will have the most leverage.

Pre-Cut Sanity Check – Before Any Spending Decision

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COST CANDIDATE	MONTHLY VALUE (RP/USD)	STOPS ON ITS OWN? (Y/N)	IN THROUGHPUT PATH? (Y/N)	TRANSITION COST ESTIMATE (RP/USD)

1. If 'Stops on its own' is Yes: take no action. Document it and move on. If it is No: continue to the next column.

2. Net year-one saving = (monthly value × 12) minus transition cost. If the net figure is negative or covers less than six months of equivalent cost: the cut is not justified on current numbers. Write down what would need to change before it is.

PART 2

Niche-Search Worksheets

Rare-situation worksheets — high value when the situation hits. Run these only when the trigger appears, but keep them findable.

Idle Capacity Cost Reconstruction — Three-Year Lookback

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ASSET / COST CATEGORY	YEAR 1 AVG UTILISATION (%)	YEAR 2 AVG UTILISATION (%)	YEAR 3 AVG UTILISATION (%)	ANNUAL IDLE COST EACH YEAR (RP/USD)

1. For each row, calculate idle cost per year: (100% minus utilisation%) multiplied by the full annual cost of the asset. Sum column 5 across all rows and all three years. That figure is the total idle capacity cost paid over the lookback period — available as a concrete baseline for any efficiency narrative you are building.

2. Did utilisation improve or worsen over the three years? If it worsened while revenue grew, you have a capacity management story that needs explaining before an investor or auditor surfaces it independently. If it improved, calculate the saving delivered — it is a verifiable number, not an estimate.

PART 3

Specific-Case Worksheets

Pre-framed scenarios — each worksheet walks you through a single, concrete situation. Read the scenario, then fill in your version of it.

Surprise Auto-Renewal at Higher Price — Calculating the Overpayment and Opening the Renegotiation

Scenario: A vendor invoice arrived this month that is higher than the previous month. On investigation, the contract auto-renewed at an escalated rate — a clause that was in the original document but was never tracked. The renewal already happened; you cannot undo it. The question now is: how much has this cost since signing, and what leverage do you have to renegotiate the next period? Fill this in for the contract in question.

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ITEM	YOUR FIGURES

1. Fill in: original monthly value at signing, escalation rate per renewal period, number of renewal periods elapsed, current monthly value, calculated cumulative overpayment versus original rate, your purchase volume at signing versus current volume. The cumulative overpayment figure is the concrete number that frames the renegotiation — not an argument about fairness, but a number the vendor can see.

2. Write a one-paragraph renegotiation position using only figures: 'Since signing in [month/year], our purchase volume has grown from [X] to [Y]. The contract has escalated from [original] to [current], a cumulative increase of [amount]. We are requesting [specific ask — volume discount, rate freeze, or term adjustment] effective [date].' Fill in your numbers. This is the opening position for the 60-day pre-renewal window conversation.

Cut That Hit the Throughput Path — Damage Assessment and Recovery Plan

Scenario: A cost was reduced or eliminated that turned out to be in the throughput path. Output has fallen, delivery times have extended, or a key process has slowed. The decision has already been made and executed. The task now is to measure the actual impact, calculate the real net cost of the decision, and build a recovery plan with a defined timeline. Fill this in for the specific cut that caused the problem.

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ITEM	BEFORE CUT	AFTER CUT	DIFFERENCE

1. Fill in for each affected metric: monthly units produced or delivered, revenue fulfilled per month, gross cost of the cut (monthly saving × months since cut), estimated revenue impact per month (output reduction × contribution margin per unit), and total net cost to date (revenue impact minus gross savings). If net cost is negative — meaning the cut has already cost more than it saved — write that figure clearly. It is the starting point for the recovery decision.

2. Two recovery paths: (1) restore the cut cost — estimate time to return to pre-cut output and total transition cost to restore; (2) re-engineer around the gap — what process change or reallocation could recover throughput without restoring the original cost? Compare the total cost of both paths over six months and choose the one with the lower net cost. Write the decision and the reasoning in one paragraph.

Companion to:

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