

CASE STUDY



School District Curriculum Booklets *A logistically-complex education project*

Client

California School District

Service

Printing Decodable Readers

The Situation

An area school district needed decodable booklets for 16 schools and approximately 10,000 students in grades between kindergarten and sixth. This was a complex job requiring close coordination with the client. Each grade required its own sets of booklets and stapled sets and each school's curriculum was different, creating numerous logistical challenges.

The Challenge (Part I)

The packaging for distribution of the decodable booklets was an issue in the past with the other printers the district had used. It was necessary to box and palletize the appropriate items and quantities by class and by school. If they were sent to the wrong school, the children would not receive their decodables on time or at all, potentially resulting in students falling behind in their studies.

The Solution

The team developed an aggressive production schedule to allow extra time for an additional verification of each school and grade by us and by the client. This required close contact between the Project Coordinator and the client to ensure that files were received and quantities of each decodable booklet were confirmed.

The large volume of materials and the client's very specific instructions for packing the boxes and pallets meant a high potential for mistakes. The team generated a comprehensive log and process flowchart for packaging a distributing the booklets to the district. This plan was developed even before printing the materials, allowing Capitol Digital to succeed where prior printers for the district had failed.

The Challenge (Part II)

The files received from the client for the decodable booklets were not setup for printing. If the team had accepted the files and simply printed what was received, the result would have been booklets that were low quality and difficult to read.

The Solution

The design and production teams had anticipated this possibility and had a plan in place to address this problem. The division coordinated shifts to work 24 hours a day making necessary changes, correcting the large number of files as quickly as possible to ensure this stage would not set back production. The experienced team implemented efficient processes to complete this task in time, creating a booklet template and checklist of the problems reviewed in the majority of files to make layout changes consistently across the curriculum.

The Outcome

The materials were delivered before the deadline and packaged and palletized according to the client's specifications. The district office had ample time to double-check and execute their distribution easily. In past years it had been a huge headache for them, but this year the children received their decodables on time and the teachers and parents were happy!

Testimonial from School District Coordinator

"The delivery yesterday was to the highest standard. The arrival of the delivery before 10am allowed us to check in the decodable readers by noon and get them sent out to the site the same day. We appreciated the organization of each school/grade booklets. It made it extremely easy for us to count and confirm the delivery was correct. We truly appreciated that you took the time to drive down with the truck shipment and make sure the order was done to our specifications. Thank you for the work you and your team did to make this happen! It was a pleasure to do business with you all!"