

Caser Study 5

Xerox benchmarking

Possibly the best-known pioneer of benchmarking in Europe is Rank Xerox, the document and imaging company, which created the original market for copiers. The virtual monopoly the company had in its sector almost became its undoing, however. Spurred by the threat from the emerging Japanese copier companies, an in-depth study within the company recognized that fundamental changes were needed. To understand how it should change, the company decided to evaluate itself externally – a process which became known as competitive benchmarking. The results of this study shocked the company. Its Japanese rivals were selling machines for about what it cost Xerox to make them. Nor could this be explained by differences in quality. The study found that, when compared with its Japanese rivals, the company had nine times more suppliers, was rejecting 10 times as many machines on the production line and taking twice as long to get products to market. Benchmarking also showed that productivity would need to grow 18 per cent per year over five years if it was to catch up with its rivals.

Rank Xerox sees benchmarking as helping it achieve two objectives. At a strategic level it helps set standards of performance, while at an operational level it helps the company understand the best practices and operations methods which can help it achieve its performance objectives. The benchmarking process developed by Rank Xerox has five phases.

Its experience of using this approach has led Xerox to a number of conclusions:

- The first phase, planning, is crucial to the success of the whole process. A good plan will identify a realistic objective for the benchmarking study, which is achievable and clearly aligned with business priorities.
- A prerequisite for benchmarking success is to understand thoroughly your own processes. Without this it is difficult to compare your processes against those of other companies.
- Look at what is already available. A lot of information is already in the public domain. Published accounts, journals, conferences and professional associations can all provide information which is useful for benchmarking purposes.
- Be sensitive in asking for information from other companies. The golden rule is: 'Don't ask any questions that we would not like to be asked ourselves.'

a) What kind of information did Xerox discover in its benchmarking study?

Critically evaluate which of the five performance objectives (quality, speed, dependability, flexibility, cost) you think are the most difficult to discover about your