



Disclaimer

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1 Summary

This report proposes short term initiatives that may be implemented at CCIC within the next five to six months. These initiatives have been suggested with the view that these may be executed by CCIC with minimal approvals, minimal cash outflow, activities that easy to implement in short time frame and have low risk associated with them. In this report we are providing the overview of the activity and estimated financials. This report has been prepared in line with the As Is report. All initiatives are clubbed across four areas which are as follows:

▶ Display and aesthetics

- o Electronic/Digital signage across all floors
- o Improve showroom lighting
- o Improve display of items
- o Increase seating space for customers at CCIC
- o Provide clean and modern toilets and water for customers

Inventory management and buying

- o Align sales and purchases
- o Aging stock analysis
- o Rationalize space allotment based on product category performance
- o Introduce 'Make to order' for high value items
- Transfer stock to across locations based on product category analysis

Sales

- o Purchase tablets for sales team for showroom and Institutional sales
- Uniform dress code for all customer facing employees
- Create a new sales team for Institutional sales, exhibitions and interior designing service

Marketing

- o Change the choice of print media
- o Creation and maintaining a robust Customer Relationship Database
- o Increase Innovative promotional campaigns (Below the line activities/advertising-BTL)
- o Introduce sales linked commission/incentive program for sales team

► Others

- o Register to be maintained for tea and lunch breaks etc. for the employees
- o Monitor footfalls on real time basis in all showrooms
- o Café Barista to be used to increase footfalls
- Explore the possibility to create food court at JVB, Janpath

Along with these initiatives the top management needs to get into regular monitoring of key performance parameters. A suggestive list is as follows:

- o Avg. sales per sq. feet for each product category
- o Inventory to sales ratio
- Aging
- o Purchases

2 Display and aesthetics

2.1 Electronic/Digital signage at all floors

Name of initiative	Introduce electronic/digital signage at all floors
Detailed description of activities	 One electronic/digital signage to be placed at each floor in Delhi Showroom listing the items displayed and an interactive floor plan Should in line of sight for the customers and should clearly indicate the location of each product type. One signage to be introduced in each city
Objective	 The aim is to provide simple navigation medium for the customers so that the customer can reach their point of destination by using the electronic/digital signage. Easy to update the electronic signage if any changes to floor plan More soothing to eyes and adds to the aesthetics of the showroom
Timeline to implement	 3-4 months as the process would involve tendering and procuring the digital signage that can be updated at the back end. A phased approach can be used (selected showrooms to go live first)
Stakeholders involved	► MD ► CGM ► AGM-Showroom
Cost	Cost on installing one signage: Approximately I.5 Lac (1 screen 33" by 44", LCD display) touchscreen) and Rs 20k for electronic signage Indicative cost in Delhi: (1X 1.5 lac) + (20k x 5) = 2.5 Lakh Cost for locations (excluding Mumbai): (4 X1.5 lac) + (20k x 5) = 7 Lakh
Indicative list of supplier's	Universal Home Designs (Estd.2008) Mr. Abbas Mohd. Khan Noida, Uttar Pradesh, India 08588804252 Visiontech Systems (Estd.2002) Mr. H. R. Gopinath (Partner) Bengaluru, Karnataka, India 08447571585

2.2 Improve lighting in the showroom

Name of initiative	Improve lighting in the showroom: Change yellow light to white light
Detailed description of activities	 Prepare lighting plan for all showrooms (requirement to ensure that the power bill stays within the existing limits but overall lighting is improved)
	► Change all white lights into yellow lighting
	► Wiring to be replaced
	 Provide adequate spot lights and more yellow lighting at appropriate areas
Objective	 Adequate lighting for a pleasing shopping experience by the customers.
Timeline to implement	► Procure and get the items installed
	► 5-6 months
	► Lighting can be changed in a phased manner- ground and Level I can be done first, followed by level II, III, IV and finally level V and VI can be taken up (the footfalls are maximum on the first IV levels)
Stakeholders involved	► MD
	► CGM
	► AGM-Showroom
	► Buying
Cost	Approx Rs 4.7 lacs (only Delhi showroom)
	 Assuming 1000 lights to be put at all levels (LEDs 40%, CFLs- 40% and Halogens-20%)

2.3 Increase seating space for customers wherever feasible

Name of initiative	Increase seating space for customers
Detailed description of activities	 Have a small seating area for customers at all levels In second phase create a seating plan, identifying strategic areas which are easily locatable
	a. Procure furniture in line with the store branding
Objective	► To ensure that customers have some place to sit and relax while shopping at CCIC
	► To provide space for the old and kids to sit
Timeline to implement	► With immediate effect
Stakeholders involved	 MD CGM AGM-Showroom Visual Merchandizing team at JVB Delhi (Display)
Cost	Phase I: None
	Phase II: 3 lakh (@ 50,000 per level)

2.4 Provide clean and modern toilets

Name of initiative	Provide clean and modern toilets
Detailed description of activities	 Modernize toilets- put modern sanitary fittings (faucets) and WCs (western toilets with automatic flush)
	► Ensure regular and ontime cleaning of toilets
Objective	► The objective is to ensure that customers get basic amenities and since CCIC vision is to play in the niche segment, the toilets are important in establishing brand experience.
Timeline to implement	▶ Procure and get the items installed
	► 1-2 months
Stakeholders involved	► MD
	► CGM
	► AGM-Showroom
	► General Admin
Cost	Cost of renovation at Delhi: Approx INR 3 Lac
	Cost of renovation per city: Approx INR 50,000 per city

2.5 Improve display of items

2.5 Improve display of items	
Name of initiative	Improve display of items in the showroom: procure modern display items
Detailed description of activities	 Improve floor layout: align product categories as per usage and ease of location Encourage theme based layouts in individual section e.g. in each furniture display create the complete setup of a Dining area or Bedroom Vertical racks for carpets Change plastic hangers with wooden hangers
	Change plastic hangers with wooden hangers

Name of initiative	Improve display of items in the showroom: procure modern display items
	 Trail platform for outfits (Sarees) with large mirror for draping Mannequin's outfits to be changed regularly, with new designs, eye catching colors, spot lights to be put on mannequins.
	Shawls to be displayed in display rings
Objective	► To maximize customer experience, showcase the products in the best possible ways to increase sales
Timeline to implement	► Within 1 month
Stakeholders involved	► MD ► CGM ► AGM-Showroom
Cost	Vertical rack for carpets: 1 Lakh for (10'X10" rack, 20 carpets display)
	Change in hangers: INR 1.2 Lacs (@ Rs 60 per hanger, and total of 2000 hangers to be purchased)
	Cost of one new mannequin: 1 Lakh

Initiatives that should be implemented internally and can be done with immediate effect are as follows:

- Provide drinking water to customers at a clean and identifiable locations at all stores. Since Water dispensers are being used at all locations, this initiative can be implemented at no additional cost.
- Placement of visitors book at appropriate locations within the showrooms, regular review of the visitor's comments by senior management. The city showrooms can e-mail pictures of the pages on regular basis for management review at Delhi.
- ► Ensure that the toilets are cleaned by 10 Am by the cleaning staff. In each toilet introduce a sheet which has to be signed by the cleaner everytime he/she cleans the toilet during the day.

3 Inventory management and buying

3.1 Aging analysis

It is important to take stock of the aging products and it is suggested that differential treatment should be given to Handicraft and Handloom products

HANDLOOM: Immediate clearance of 2+years of aging stock

Name of initiative	Clearance of 2+years of aging stock in handlooms section
Detailed description of activities	 Identify all items that are 2+ yrs aging as on 31st March 2013 Define mark down prices for all aging inventory items Identify stock that is damaged and needs to be discarded Devise appropriate promotional activities, sale to clear these aging items - you may club it with the winter carnival of CP Items on approval can be returned to suppliers with immediate effect
	The clothes that have to be discarded may be distributed to poor as part of CSR activity (equivalent CSR budget may be routed to internal improvement activities)
Objective	 Clear aging stock, and Increase footfall Clear display space Release inventory holding cost
Timeline to implement	▶ 2-3 months
Stakeholders involved	 ► MD ► CGM ► AGM-Showroom ► Buying ► AGM Marketing and Commercial
Cost	None

HANDICRAFT: Increase pricing for premium handicraft items (2+yrs)

Name of initiative	Increase pricing for premium handicraft items (2+yrs)
Detailed description of activities	Increase pricing for premium handicraft items (2+yrs) Identify all items that are 2+ yrs aging as on 31st March 2013 Identify and prioritize a. Top performing categories and premium items b. Products where raw material cost has increased in last few years like metal, wood etc Assess proportion of items on approval and purchases
	 Revise prices of identified premium products Put the remaining products on sale along with the handloom sales. To ensure that an institutional systems is in place for price increase
Objective	 To ensure that CCIC capitalizes on gains due to aging of handicraft products and change in market prices for raw materials such as metal, wood etc.

Timeline to implement	► 2 months
Stakeholders involved	► MD
	► CGM
	► AGM-Showroom
	► Buying
	► AGM Marketing and Commercial
	► AGM Finance
Cost	None

3.2 Analyse sales and purchases data regularly and align purchases spends to actual sales in each product category

Name of initiative	Align sales and purchases spends
Detailed description of activities	► Identify all product categories with high inventory to sales ratio, high purchase growth rates, high aging and control purchases in these categories over the next 3 months
	 In case of poor performing categories, approval stock can be returned to suppliers that is aging for more than 1 year in handloom section
	 Setting inventory to sales ratio based on product category analysis and monitoring sales and inventory before purchasing
	 Analyze product category performance on a monthly basis and re set inventory to sales ratio to align purchasing with sales.
Objective	► To ensure that CCIC does not order excess inventory of poor performing categories and less inventory of top performing categories
	 Monitor purchases closely for handloom section for example- Children's Wear, Women's Wear, Men's Wear, Dress Fabrics etc.
Timeline to implement	▶ 2 months
Stakeholders involved	Note- sample to be provided at a later date ► MD
	► CGM
	► AGM-Showroom
	► Buying
	► AGM Marketing and Commercial
	► AGM Finance
Cost	None

3.3 Rationalize space allotment based on product category performance

Name of initiative	Rationalize space allotment based on product category performance
Detailed description of activities	 Undertake regular performance review for product categories The average performing product categories where spaces can be rationalized further are as follows: Toys and Children's Wear Dress Fabrics,

	Women's WearTable Linen
	 More space can be given to handicraft product categories or more concessionaires can be rented that space
Objective	► To ensure that high performing categories are given more space as compared to low performing categories so as to get maximum sales per sq feet.
Timeline to implement	► 1 month
Stakeholders involved	 ► MD ► CGM ► AGM-Showroom ► AGM Marketing and Commercial ► Visual Merchandizing ► Interior Designing Service
Cost	None

3.4 Introduce 'Make to order' for high value items

Name of initiative	Make to order for high value items
Detailed description of activities	 Have a dedicated team to show the customers designs (on tablets/PCs)
	 Once the customers pays advance, have a team to visit the customer premises to take measurements
	► Design team to prepare layouts and confirm order
	► Take orders from customers and get the item made from supplier
	► Delivery at customer's site
Objective	► To reduce inventory carrying cost (free up space) also this ensure minimum working capital and CCIC will deliver orders Just in Time
Timeline to implement	► 2 month
Stakeholders involved	► MD
	► CGM
	► AGM-Showroom
	► AGM Marketing and Commercial
	► Interior Designing Service
Cost	None

3.5 Transfer stock to across locations based on product category analysis

Name of initiative	Transfer stock to across locations based on product category analysis
Detailed description of activities	► Based on product category analysis excess stocks in one location can be transferred to other locations where that product category performs well. For example Dress Fabrics sell more in

	Chennai and Delhi is carrying excess stock, transfer these goods to Chennai.
Objective	 Minimize inventory costs by efficient movement of stocks to other locations
Timeline to implement	► 1 month
Stakeholders involved	► MD
	► CGM
	► AGM-Showroom
	► AGM Marketing and Commercial
	► Interior Designing Service
Cost	None

4 Sales

4.1 Purchase tablets for sales team for showroom and Institutional sales

Name of initiative	Purchase tablets sales team for showroom and Institutional sales
Detailed description of activities	 Purchase tablets for select sales people (showroom, institutional sales)
	► Train the sales people on use of tablets
	▶ Update all product catalogs on tablets
	► Sales team can carry the same for make institutional sales
	► Customers can be shown the items on tablets
Objective	 Minimize space requirements as all items need not be stocked and many colors and designs can be showcased on tablets
	 To minimize spends on printing of catalogs and updating of products catalogs made easy on tablets
Timeline to implement	► 2 month
Stakeholders involved	► MD
	► CGM
	► AGM-Showroom
	► AGM Marketing and Commercial
Cost	Approx INR 1.2 Lacs (10 tablets for Delhi showroom @ Rs 12,000/-)

4.2 Uniform dress code for all customer facing employees

Name of initiative	Uniform dress code for all customer facing employees
Detailed description of activities	 A uniform dress given to all customer facing employees to reflect CCIC brand elements (horse, orange color)
	► The color of the dress should be in line with the brand color for Cottage
Objective	► Branding for CCIC through employees
	► To distinguish the sales staff from customers
Timeline to implement	► 2 month

Stakeholders involved	 ► MD ► CGM ► AGM-Showroom ► AGM Marketing and Commercial
	► Interior Designing Service
Cost	Approx INR 6.7 Lacs for all customer (showroom) facing employees assuming
	(a) 2 pairs are purchases each for men's @ 1120/- and women's @ Rs 2,800/- (chiffon saree) and winter coat for Rs 1100/-) and
	(b) Total employees considered for uniform 164 (113 M and 51 F)
	The cost can be substantially reduced if sarees can be replaced by suits for women

4.3 Create a new sales team for Institutional sales, exhibitions and interior designing service

Name of initiative	Create new sales team for Institutional sales & Interior Designing Service
Detailed description of	► Identify key accounts (govt. and private MNC)
activities	 Identify key sales people for doing institutional sales, exhibitions and interior designing service
	► Trainings to selected sales team
	► Sales team visit these accounts to create new businesses
Objective	► To generate business through new sales opportunities (increase top line- revenues for CCIC)
Timeline to implement	► 1-2 month
Stakeholders involved	► MD
	► CGM
	► AGM Marketing and Commercial
	► HR
Cost	Based on the sales plan

5 Marketing

5.1 Change the choice of print media

Name of initiative	Magazines such as Home Décor, Good Homes to be used for advertising
Detailed description of activities	 Magazines such as Home Décor, Good Homes to be used for advertising
Objective	► To increase top line growth (revenues for CCIC)
	► Branding and awareness
Timeline to implement	► 1 month

Stakeholders involved	MD► CGM► AGM Marketing and Commercial
Cost	None

5.2 Creation and management of customer database

Name of initiative	Create and maintain a strong Customer database
Detailed description of activities	 Input the name of the customer, address, mobile number, email ID at the time of sale Build database for customers at CCIC, which can be used for 'Customer Relationship Management (CRM)' when the ERP system is deployed
Objective	 To understand customers at CCIC, spends, type of purchases, Design promotional campaigns in line with customers
Timeline to implement	► Ongoing activity
Stakeholders involved	 Cashier/staff identified for this purpose PR department to maintain data base MIS to analyze the customer database
Cost	None

5.3 Increase Innovative promotional campaigns

Name of initiative	Design and implement innovative promotional campaigns	
Detailed description of activities	 ▶ Some suggestive promotional campaigns that may increase footfalls and sales are as follows: ▶ Customer loyalty program- points redeemable ▶ Buy two get third one free ▶ Shop worth x and get 10% off on entire purchase ▶ Apparels- get a discount equal to your waist size ▶ Guess the price and the person closest to the item prize get the item for 20% off ▶ Create separate budgets for decorations on festive seasons such as Diwali, Christmas, New Year etc. 	
Objective	► To increase footfalls for CCIC and increase top line (revenues)	
Timeline to implement	► 1 month (after the implementation of ERP)	
Stakeholders involved Cost	 MD CGM AGM- Marketing and Commercial None 	

5.4 Introduce sales linked commission/incentive program

Name of initiative	Introduce sales linked commission/incentive program	
Detailed description of activities	 Recruit outsourced employees for sales branch wise and have sales linked commission/incentive structure 	
	► Train and induct the sales team	
Objective	► To increase top line growth for CCIC	
	► To minimize a high fixed cost for CCIC and incentivize the sales team to achieve targets	
Timeline to implement	► 2-3 months	
Stakeholders involved	► MD	
	► CGM	
	► HR	
Cost	None	

6 Others

6.1 Register to be maintained for all showroom staff

Name of initiative	Register to be maintained for monitoring the timing of tea/lunch breaks by showroom employees	
Detailed description of activities	 A manual register to be maintained to record tea/lunch breaks etc. for all employees 	
	► Employees to sign the in and out time along with signature in the register	
	► Floor supervisor to monitor the register at each floor	
Objective	► The aim is to ensure that tea/lunch breaks are taken as per permissible timelines	
	► This will help CCIC monitor employee break times	
Timeline to implement	► Can be implemented in one month as the process would involve creating the register and then training the employees to fill the same.	
Stakeholders involved	► MD	
	► CGM	
	► AGM-Showroom	
Cost	None	

6.2 Monitor footfalls on real time basis in all showrooms

Name of initiative	Monitor footfalls on real time basis and replicate on all other showrooms	
Detailed description of activities	► Monitor footfalls on daily basis across showrooms	
Objective To know footfalls in each showroom and analyze impact of promotions, branding and marketing in increasing footfalls top line growth		

Timeline to implement	► 1 month	
Stakeholders involved	► MD ► CGM	
	► AGM Marketing and Commercial	
Cost	None	

6.3 Café Barista to be used to increase footfalls

Name of initiative	Café Barista to be used to increase footfalls	
Detailed description of activities	 Placement of board outside CCIC (on the road) to create awareness for customers and create a pull for CCIC 	
	 Better the ambience and aesthetics of Café Barista (orange boards and lounge placement inside CCIC, carpets etc.) 	
	 Wi Fi should be placed for customers along with LED TV screen - in line with other Barista's 	
Objective	► To increase footfalls and hence top line for CCIC	
	► To create an soothing and relaxing ambience for customers at CCIC	
Timeline to implement	► Within a month	
Stakeholders involved	► Café Barista management	
	► MD	
	► CGM	
Cost	None	

6.4 Explore the possibility to create food court at JVB, Janpath

Name of initiative	Create a food court at the area where Barista is located - add a tea stall/bakery	
Detailed description of activities	 Add a tea stall, food court, bakery Advertise about the food-court outside the main showroom Identify space 	
Objective	► To increase footfalls and hence impact the top line	
Timeline to implement > 3-4 months		
Stakeholders involved	► MD ► CGM	
Cost	None	

7 Budget

S.No	Initiative	Description	Cost (INR Lacs)
1	Floatronia/Digital signage at all floors	Delhi	2.5
1 El	Electronic/Digital signage at all floors	Other locations excluding Mum	7
2	Improve lighting in the showroom		4.7
3	Increase seating space for customers	Phase 1	none
<u> </u>	increase seating space for customers	Phase 2	3
4	Provide clean and modern toilets	Delhi	3
4	Provide clear and modern tollets	other locations- Rs 50k per city	2
F		Vertical rack for carpets: for (10'X10" rack, 20 carpets display	1
5	Improve display of items	Change in hangers: (@ Rs 60 per hanger, and total of 2000 hangers to be purchased	1.2
	HANDLOOM: Immediate clearance of 2+years of aging stock		none
6	HANDICRAFT: Increase pricing for premium handicraft items (2+yrs)		none
7	Analyse sales and purchases data regularly and align purchases spends to actual sales in each product category		none
8	Rationalize space allotment based on product category performance		none
9	Introduce 'Make to order' for high value items		none
10	Transfer stock to across locations based on product category analysis		none
11	Purchase tablets for sales team for showroom and Institutional sales	10 tablets for Delhi showroom @ Rs 12,000/-)	1.2
12	Uniform dress code for all customer facing employees	Costing for all showrooms (customer facing employees)	6.7
13	Create a new sales team for Institutional sales, exhibitions and interior designing service		based on sales plan
14	Change the choice of print media		none
16	Creation and management of customer database		none
17	Increase Innovative promotional campaigns		none

Short term revival plan

S.No	Initiative	Description	Cost (INR Lacs)
18	Introduce sales linked commission/incentive program		none
19	Register to be maintained for all showroom staff		none
20	Monitor footfalls on real time basis in all showrooms		none
21	Café Barista to be used to increase footfalls		none
22	Explore the possibility to create food court at JVB, Janpath		none
	Total budget		32.3