

# Process Improvement Plan.

Doc -

Project title:

Date prepared :

## 1.- Process Description.

- Describe the process including the purpose and steps involved in the process.
- Include any relevant information about the process that will aid in providing understanding about the process

## 2.- Process boundaries.

### Process Starting point.

### Process Ending point.

- Document the beginning of the project.

- Document the end point of the project.

### Inputs.

### Outputs.

- List the elements required for the process to function

- List the results from the process.

## 3.- Stakeholders.

### Process owner.

- Identify the entity responsible for the maintenance and success of the process.

### Other stakeholders.

- List the stakeholders for the process.
- Stakeholders can be end users, maintenance and operations, or machines and equipment

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## 4.- Process Metrics.

Metric.

- Document the measurements and control limits involved in the process.
- This can include time, number of steps and hand-offs, current errors, etc."
- The metric in this section represent the current process, not the improved process.

Control limit.

- Document the measurements and control limits involved in the process.
- This can include time, number of steps and hand-offs, current errors, etc."
- The metric in this section represent the current process, not the improved process.

## 5.- Target for Improvement.

- An explicit statement of the aspect of the process targeted for improvement and the intended metrics.
- This is sometimes called the "to-be" process.

## 6.- Process Improvement Approach.

- A description of the skills, processes, approaches, tools and techniques that will be applied to improve the process.

## 7.- Process Flowchart.

- Attach a process flowchart of the current and the intended future processes.