

Process Improvement Plan.

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Project title:		Date prepared :
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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.
<ul style="list-style-type: none">• Document the beginning of the project.	<ul style="list-style-type: none">• Document the end point of the project.
Inputs.	Outputs.
<ul style="list-style-type: none">• List the elements required for the process to function	<ul style="list-style-type: none">• 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.	Control limit.
<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.