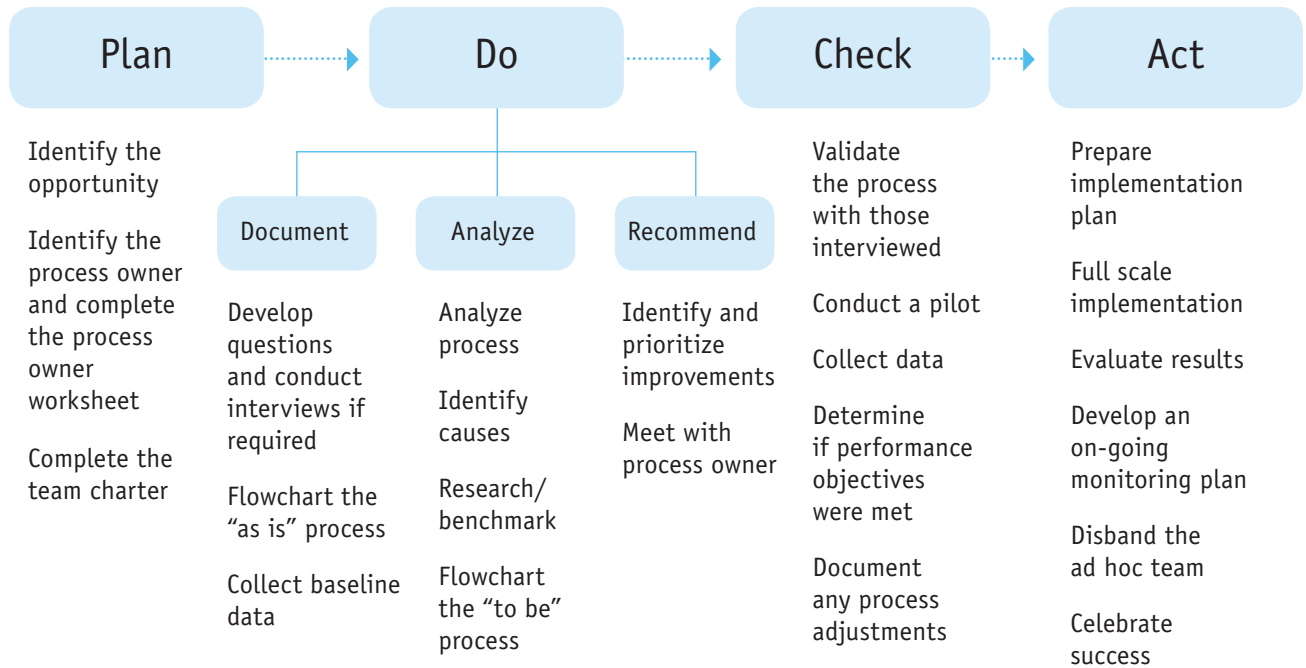


Business Process Redesign and Improvement



Process Improvement Model



Process Owner Worksheet

Date:

Project or Process Title:

1. Process Owner: _____

2. Problem / Opportunity Statement:

3. Recommended Team Membership

Name	Department	Title	Contact Information
Process Owner			
Team Leader			
Team Members			

4. Listing of stakeholders:

5. Specific Guidance

- a. Boundaries or limitations (can include time, money, travel, and other resources)
- b. Magnitude of improvement expected: (improvement objectives)
- c. Team start date:
Projected completion date:
- d. Authority and process for requesting assistance as required: (access to people and/or information, equipment, etc.)
- f. Communication plan:
 - What is communicated?
 - By whom?
 - To whom?
 - How often?
 - Other?

6. Additional comments

Signature of Process Owner: _____