

Process Builder Form

Project Name	Click or tap here to enter text.	Date	Click or tap to enter a date.
Service Area	Choose an item.	Department	Click or tap here to enter text.
Project Lead	Click or tap here to enter text.	Sponsor	Click or tap here to enter text.
Team Members	Click or tap here to enter text.		

Overview	
Description of Process	
Current Issues	
Goal Description	

Scope		<i>Identify specific process, with a clear beginning and end.</i>
Process Start:		Process Stop:

Customer Identification		<i>Identify the main person you do the process for, and any other groups impacted by the process</i>
Primary:		Others:

Current Metrics		<i>Metrics are subjective</i>
Time: how long it takes to do the process.		
Errors: the frequency of errors in the process.		
Amount: how many times you do the process.		
Money: how much it costs in time/materials.		
Sustainability: does the process impact the TBL (social & environ.)		

Sponsor Check-In		<i>I support the use of staff time and resources to complete this problem-solving project.</i>
Sponsor		Click or tap to enter a date.

Current State, Gaps & Issues

*Document how the process is currently being done;
or the gaps and issues this process faces.*

Future State

Process Work

Insert future state process map and/or details

Analysis

How were current issues addressed?

Sponsor Check-In

I support the implementation of identified solutions as noted above.

Sponsor

Click or tap to enter a date.

Action Plan			
<i>What</i>	<i>Who</i>	<i>When</i>	<i>Status</i>
		Click or tap to enter a date.	Choose an item.
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Current Metrics		<i>Metrics are subjective</i>
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Amount: how many times you do the process.		
Money: how much it costs in time/materials.		
Sustainability: how many resources in usage/materials.		

Goal Update*How was the goal achieved?***Sustain the Change***Identify what tools you'll use to ensure this process will not revert back to the "old way"***Project Closure***I confirm that all action items are complete, and this project is closed.*

Sponsor		Click or tap to enter a date.
FC Lean		Click or tap to enter a date.