

PROCESS SELECTION WORKSHEET

1. STATE PROBLEMS OR EXPECTATIONS IDENTIFIED BY INTERVIEWING YOUR CUSTOMERS:

- a.
- b.
- c.
- d.
- e.
- f.

2. PLACE A CHECKMARK NEXT TO ALL OF THE ITEMS THAT APPLY TO YOUR PROCESS:

___a. The process can be defined. (Be careful not to pick something too big. It should be possible to complete the improvement effort within 90 days.)

___b. A problem in the process occurs frequently. (A Pareto analysis may be helpful.)

___c. The problem area is well known and has visibility in the command, work center, or office.

___d. Improvement of this process is important to the command.

___e. People will appreciate it if the process is improved.

___f. There is a good chance of success in improving the process.

___g. No one else is currently working on this process.

___h. Required changes can be put into effect with little or no outside help.

___i. This is truly a process improvement effort, not just an attempt to impose a solution on a problem.

NOTE: IF YOU HAVE SELECTED AN APPROPRIATE PROCESS, YOU SHOULD BE ABLE TO CHECK ALL OF THE ITEMS ABOVE.