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.