Process Mapping Plan

Process Name:

Project Lead:

Process Map Intention:

Anticipated Business Benefits:

In Scope:

Out of Scope:

Process Start:

Process End:

Key Process Roles:

High Level Process Overview:

Additional Process Improvement Initiatives Identified

☐ Process Narratives
☐ Waste Identification
☐ Process Hand Off Maps

☐ Process Flow Documentation
☐ Process Bottleneck Analysis
☐ Value Stream Mapping

☐ Identify Detailed Process Maps
☐ Information Flow Analysis
☐ Statistical Data Analysis

☐ Future State Process Maps
☐ Workload Balancing
☐ Root Cause Analysis

☐ Process Transformation Road Map
☐ Standard Work Processes
☐ Process Metrics & KPI Development

Proposed Schedule & Timeline: