

# Process Evaluation Checklist

Use this checklist to identify and evaluate improvement opportunities within your core business processes.

## *Map Out Key Processes*

- Identify your 3-5 core business processes
- Map out each process step-by-step

## *Pinpoint Problems & Delays*

- Do errors frequently occur? Where?
- Are there lags in completion times?
- What causes workflow interruption?

## *Create Improvement Plan*

- Which problems are high-impact priorities?
- What solutions will have maximum effect?
- Set goals & timeline for enhancements

## *Evaluate Process Efficiency*

- Note decision points and bottlenecks
- Highlight redundant or manual tasks
- Calculate costs of current inefficiencies

## *Identify Technology Needs*

- Can automation streamline any steps?
- Are software tools needed to enhance workflow?
- Can checklists, trackers or templates help?

## *Continuously Optimise*

- Gather user feedback on changes  
Monitor for continued hiccups
- Streamline further as processes
- scale

Use this list as a starter guide to methodically improve and standardise the processes that drive business results.