

Process Improvement Plan

Step 01

Recognize

- Pinpoint the process that needs improvement
- Prioritize the most critical area
- Start simple but specific



Step 02

Analyze and Identify

- Determine the source of the problem
- Analyze the problem to understand what needs to be fixed



Step 03

Redesign

- Design for process improvement
- Engage team members in re-design process
- Understand who the redesign affects



Step 04

Implement

- Assign roles for team members
- Set timelines and deadlines for implementation



Step 05

Communicate

- Be transparent in the process, especially with those who are affected the most as identified in the redesign step
- Detail when the redesign will be effective



Step 06

Monitor and Review

- See if the new process is being executed as intended
- Be ready to iterate and continuously improve to get the redesign to stick



Process Improvement Guide

Lingjun Ying



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