

### *Process Analysis Checklist*

- Where are the handoffs?
- How can we reduce the number of handoffs?
- Where are the process places that generate data?
- How can we centralize the data from this process?
- Where are the current delays?
- How can we decrease the number of delays?
- What are the resources from this process?
- Where are resources currently released?
- How can we release resources quicker?
- What are the related activities?
- Can we combine related activities?