

ANALYSIS CHECKLIST

A -- Attended to (yes, OK, answer(s) known, done, etc.)

N -- Not attended to (not applicable, not needed, little or no risk, etc.)

A N SCHEDULE

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Is the needed data collected and organized? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have we scheduled meetings? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are there conflicts, vacations, holidays, and other assignments? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Is the schedule cleared with management and supervision and team members? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do we have a meeting room reserved? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do we have an agenda? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do we need any special materials or equipment for the meeting(s) and are they available? |

FAMILIARIZATION

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Are the team members familiar with the charts, etc? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have all people in the affected areas, including management, had a chance to review the charts? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are copies available for the team members, departments, and managers? |

MEETINGS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Are team members reminded of the objectives? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Are team members (or substitutes) available? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Are other operating people (non team members) needed at meetings? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Are the team members making an effort to feed back to and represent their areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are meetings staying on schedule, making quick progress? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Are needed specialists available (i.e. computer, micrographics, communications, form design, statistical, legal, etc.)? |

ANALYSIS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Consider anything, no idea is too small for consideration. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Don't second-guess management – decide what you think is best. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Take one step at a time – NO SWEEPING SOLUTIONS (i.e. We'll computerize, get more people, just tell them they have to...) |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. For each step ask: <ul style="list-style-type: none">• Can we eliminate? (most important)• Can we combine?• Can we change sequence, place or person?• Can we simplify? |

PROCESS REVISION

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Record ideas and assignments. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Are assignments being carried out? |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Are lists of ideas available to team members? |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Have we questioned the entire chart? |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Choose the best ideas. (Don't present an array of alternatives to management.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Rechart the procedure. |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Repeat the analysis and revision several times. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. Check through the final revised chart. Will it work? |

For understanding business processes: Graham Process Mapping Software at www.processchart.com