

PROCESS INSIGHTS ASSESSMENT

Set aside 5 minutes to complete. Read each statement carefully and assess your organization's alignment with the described practice. Provide honest and objective answers by marking checkboxes for compliance. Each checkbox is worth 5 points, and there are 5 sections, each worth a maximum of 20 points. The total points in each section should be placed in the designated "rate" box. Total your score at the end.

PROCESS DEFINITION

- Our process objectives are clearly aligned with the overall goals of our department or enterprise.
- All key processes within our enterprise/department have been thoroughly documented.
- We have well-defined process maps or flowcharts for each documented process.
- Our teams possess a clear understanding of the inputs, outputs, and objectives of each process.



PROCESS OWNERSHIP

- Process owners actively seek feedback from teams involved in the processes.
- Accountable individuals or teams have been designated for each process.
- Roles and responsibilities of process owners are clearly defined.
- Process owners regularly review and update their respective processes.



DATA COLLECTION AND METRICS

- We maintain regular monitoring of data quality and accuracy.
- We collect relevant data to effectively measure process performance.
- There is a well-established system for collecting and analyzing process data.
- Key Performance Indicators (KPIs) are defined for each process.



PROCESS VARIABILITY AND DEPENDENCIES

- We have mechanisms in place to proactively identify potential process disruptions or bottlenecks.
- Critical process dependencies have been thoroughly identified and documented.
- Our understanding of how process variations impact overall performance is well-documented.
- Contingency plans are in place to effectively manage process disruptions.



PROCESS ALIGNMENT

- Processes are regularly reviewed to ensure they align with evolving business strategies.
- A systematic assessment is in place to determine whether each process contributes to our organizational goals.
- We identify and address any obsolete or redundant processes.
- We employ a structured mechanism to prioritize process improvement efforts based on strategic alignment.

