



Workshop: Selecting Your Project – a Worksheet

As a major part of this course, you will be working on a Continuous Improvement project of your own. This exercise is to assist you in identifying the process you wish to improve.

On the following chart, identify three of your own processes for each factor. Rate them on a scale from a serious problem (1) to perfect (10) and then decide on an action. This action should be SMART (Specific, Measurable, Attainable, Realistic and Time-related). Consider the cause and effect of any action before it is implemented.

Work Process	Rating (1 to 10)	Action
<i>Best Practice – Strength</i>		
1.		
2.		
3.		
<i>Bottleneck – Weaknesses</i>		
1.		
2.		
3.		
<i>Area for Improvement - Opportunity</i>		
1.		
2.		
3.		
<i>Internal/External Consideration – Threat?</i>		
1.		
2.		
3.		