

business process analysis template

Business Process Analysis Template: A Guide to Streamlining Your Workflow

business process analysis template is an essential tool for organizations aiming to enhance efficiency, reduce costs, and improve overall performance. Whether you're a project manager, business analyst, or team leader, understanding how to use a business process analysis template can dramatically simplify the way you document, analyze, and optimize your workflows. In this article, we'll explore what a business process analysis template is, why it's important, and how you can effectively utilize it to unlock the full potential of your business processes.

What Is a Business Process Analysis Template?

At its core, a business process analysis template is a structured framework that helps you outline, review, and assess the steps involved in a specific business process. It serves as a roadmap to visualize how tasks flow from initiation to completion, highlighting any bottlenecks, redundancies, or inefficiencies along the way. By leveraging such a template, teams can gain a clearer understanding of their operations and identify areas for improvement.

The template typically includes sections for process steps, responsible parties, inputs and outputs, timelines, and performance metrics. This comprehensive layout ensures that all critical components of the process are captured, making it easier to analyze and communicate findings.

Why Use a Business Process Analysis Template?

Using a business process analysis template offers numerous advantages that can benefit organizations of all sizes and industries.

Enhances Clarity and Documentation

One of the biggest challenges in managing business processes is the lack of clear documentation. A well-designed template standardizes how processes are recorded, ensuring consistency across different teams and departments. This clarity reduces misunderstandings and provides a reference point for training and onboarding new employees.

Facilitates Process Improvement

By mapping out each step in detail, the template allows you to pinpoint inefficiencies such as duplicated efforts, unnecessary approval layers, or delays. This visibility is key to implementing process improvements, whether it involves automation, restructuring, or resource reallocation.

Supports Compliance and Quality Assurance

Many industries require strict adherence to regulatory standards. A business process analysis template helps document workflows in a manner that supports audits and quality checks. It also ensures that processes align with organizational policies and best practices.

Key Components of an Effective Business Process Analysis Template

While templates can vary, certain elements are fundamental to creating a thorough and actionable process analysis.

Process Name and Description

Start by clearly naming the process and providing a brief description. This sets the context and makes it easier for stakeholders to understand the scope.

Process Owner and Participants

Identify who is responsible for the process (process owner) and who is involved at various stages. This accountability is critical for managing and improving the process.

Inputs and Outputs

Document all inputs that feed into the process and the expected outputs. This helps in understanding what resources are required and what deliverables are produced.

Step-by-Step Activities

Break down the process into individual steps or tasks. Detail what happens at each stage, who performs it, and any tools or systems used.

Performance Metrics and KPIs

Incorporate key performance indicators to measure how well the process is functioning. Metrics might include time taken per step, error rates, or customer satisfaction scores.

Risks and Issues

Note any potential risks or recurring issues that could impact the process. Recognizing these challenges early aids in proactive problem-solving.

How to Create and Use a Business Process Analysis Template

Developing a useful business process analysis template requires thoughtful planning and collaboration.

Step 1: Define the Scope

Start by selecting the process you want to analyze. Defining the boundaries of the process ensures that your analysis remains focused and manageable.

Step 2: Gather Information

Engage with stakeholders, review existing documentation, and observe the process in action. The more accurate and detailed your data, the more insightful your analysis will be.

Step 3: Populate the Template

Fill out each section of the template based on the information collected. Be as detailed as possible but avoid overcomplicating the template with unnecessary information.

Step 4: Analyze and Identify Improvement Opportunities

Review the completed template to spot inefficiencies, overlapping responsibilities, or delays. Use this insight to brainstorm possible solutions or process redesigns.

Step 5: Communicate Findings

Share the process analysis with relevant teams and leadership. Visual aids such as flowcharts or process maps can enhance understanding.

Step 6: Implement Changes and Monitor

After agreeing on improvements, implement changes and continue monitoring the process using the template to ensure performance goals are met.

Tips for Maximizing the Value of Your Business Process Analysis Template

To get the most out of your analysis efforts, consider these practical tips.

- **Customize the Template:** Tailor the template to fit your organization's unique processes and terminology rather than using a generic format.
- **Keep It Simple:** Avoid cluttering the template with excessive details. Focus on information that drives decision-making.
- **Use Visual Elements:** Integrate flowcharts or diagrams to complement textual descriptions; visuals often make complex processes easier to grasp.
- **Collaborate Actively:** Involve cross-functional teams during the analysis to gain diverse perspectives and uncover hidden issues.
- **Update Regularly:** Business processes evolve over time—ensure your template reflects current practices to remain relevant.

Popular Tools and Formats for Business Process Analysis Templates

Many professionals use digital tools to create and manage their business process analysis templates. Software like Microsoft Excel, Visio, Lucidchart, and specialized business process management (BPM) platforms offer templates and features tailored for process documentation and analysis.

Excel is favored for its flexibility and ease of use, allowing customization with tables, checklists, and conditional formatting. Visio and Lucidchart excel at creating detailed

process maps and flowcharts, which can be embedded within the template for visual clarity. BPM tools provide more advanced functionalities including process simulation, automation options, and real-time tracking.

Choosing the right format depends on your organization's size, complexity of processes, and the level of detail required.

Real-World Applications of Business Process Analysis Templates

Organizations across various sectors harness business process analysis templates to streamline operations and improve service delivery.

Manufacturing

Manufacturers use these templates to map production workflows, identify bottlenecks on the assembly line, and enhance quality control measures.

Healthcare

In healthcare, process analysis templates help standardize patient intake procedures, reduce wait times, and ensure compliance with health regulations.

Finance

Financial institutions employ process analysis to optimize loan approval processes, minimize errors in transactions, and enhance customer satisfaction.

Retail

Retailers analyze inventory management and supply chain processes to reduce stockouts and improve order fulfillment rates.

Understanding the Link Between Business Process Analysis and Continuous Improvement

A business process analysis template is not a one-time project artifact but a living document that supports continuous improvement initiatives like Lean, Six Sigma, and

Kaizen. By regularly revisiting and updating your process analysis, organizations can foster a culture of ongoing optimization, quickly adapting to market changes and technological advancements.

In this way, the template becomes a strategic asset rather than just a documentation tool, enabling data-driven decision-making and operational excellence.

Embracing a business process analysis template as part of your workflow management empowers your team to see the bigger picture, collaborate effectively, and drive meaningful improvements that align with your organizational goals. Whether you're starting fresh or refining existing processes, this structured approach offers clarity, control, and confidence in managing your business operations.

Frequently Asked Questions

What is a business process analysis template?

A business process analysis template is a structured document or tool that helps organizations map, analyze, and improve their business processes by providing a standardized format for capturing process details.

Why is using a business process analysis template important?

Using a business process analysis template ensures consistency, clarity, and completeness in documenting processes, making it easier to identify inefficiencies and areas for improvement.

What key elements should be included in a business process analysis template?

Key elements typically include process name, objectives, inputs, outputs, stakeholders, process steps, responsible parties, metrics, and potential risks or bottlenecks.

Can business process analysis templates be customized for different industries?

Yes, business process analysis templates can and should be customized to fit the specific needs, terminology, and workflows of different industries or organizations.

How does a business process analysis template aid in process improvement?

It provides a clear visualization and documentation of current processes, making it easier to identify inefficiencies, redundancies, and opportunities for automation or optimization.

Are there any popular tools that offer business process analysis templates?

Yes, tools like Microsoft Visio, Lucidchart, Bizagi, and Microsoft Excel often provide built-in or downloadable business process analysis templates.

How do I choose the right business process analysis template for my organization?

Consider factors such as the complexity of your processes, industry requirements, the level of detail needed, and compatibility with your existing tools when selecting a template.

Can a business process analysis template help with compliance and auditing?

Absolutely, documenting processes systematically helps ensure compliance with industry standards and regulations, and provides clear evidence during audits.

How often should a business process analysis template be updated?

It should be updated regularly, especially after any significant process changes, to ensure that the documentation remains accurate and reflects the current state of business operations.

Additional Resources

Business Process Analysis Template: A Strategic Tool for Operational Excellence

business process analysis template serves as a foundational instrument for organizations aiming to dissect, understand, and enhance their operational workflows. In an era where efficiency and adaptability dictate competitive advantage, leveraging a structured approach to business process analysis (BPA) is indispensable. This article delves into the essence of business process analysis templates, exploring their strategic role, key components, and practical implications for businesses seeking continuous improvement.

Understanding Business Process Analysis Templates

At its core, a business process analysis template is a pre-designed framework that guides analysts and managers through the systematic evaluation of organizational processes. It provides a standardized method to document workflows, identify bottlenecks, assess

resource allocation, and uncover opportunities for optimization. Unlike ad hoc assessments, the use of a template ensures consistency, thoroughness, and clarity in capturing process details, enabling better communication across stakeholders.

The importance of a well-structured BPA template cannot be overstated, especially when organizations tackle complex processes spanning multiple departments. By utilizing such templates, companies can establish a common language and methodology for process review, thereby reducing ambiguity and streamlining decision-making.

Key Components of a Business Process Analysis Template

A comprehensive business process analysis template typically encompasses several critical sections designed to capture both qualitative and quantitative data. These include:

1. Process Identification and Scope

This section clearly defines the process under review, its boundaries, and relevance to organizational objectives. It details the process owner, stakeholders, and the start and end points of the workflow. Defining scope prevents scope creep and keeps the analysis focused.

2. Process Mapping and Workflow Documentation

Visual representation is vital in BPA. Templates often feature areas to map out process steps using flowcharts or swimlane diagrams. This visualization aids in understanding the sequence of tasks, decision points, and interactions between roles or systems.

3. Data Collection and Performance Metrics

Capturing measurable indicators such as cycle time, error rates, cost per transaction, and resource utilization is essential. The template prompts analysts to input relevant data, facilitating objective assessment and benchmarking.

4. Problem Identification and Root Cause Analysis

A structured section allows users to list identified issues within the process and conduct root cause analysis. Techniques like the “5 Whys” or fishbone diagrams can be integrated here to deepen understanding.

5. Recommendations and Improvement Opportunities

Finally, templates provide space to propose actionable solutions, prioritize initiatives based on impact and feasibility, and outline expected benefits.

Advantages of Employing a Business Process Analysis Template

Using a standardized template brings several benefits to organizations:

- **Consistency:** Ensures all processes are analyzed with the same rigor and detail.
- **Time Efficiency:** Reduces time spent designing analysis frameworks, allowing focus on insights and improvements.
- **Enhanced Collaboration:** Facilitates clearer communication among cross-functional teams by providing a common document structure.
- **Improved Decision-Making:** Structured data and visualizations help leaders make informed, evidence-based decisions.
- **Documentation and Compliance:** Maintains a formal record of analysis for audits, regulatory compliance, or future reference.

However, it is important to recognize that overly rigid templates may stifle creativity or fail to accommodate unique process nuances. Flexibility remains key to tailoring the template to specific organizational contexts.

Comparing Business Process Analysis Templates to Other Process Improvement Tools

While BPA templates are invaluable, they often coexist with other methodologies such as Business Process Modeling Notation (BPMN), Six Sigma, and Lean tools. Unlike BPMN, which focuses heavily on standardized graphical notation for process modeling, BPA templates emphasize comprehensive documentation and analytical insights. Six Sigma and Lean methodologies prioritize statistical analysis and waste reduction, respectively, and can be enhanced by data collected through BPA templates.

Choosing the right tool often depends on organizational maturity, complexity of processes, and strategic goals. In many cases, BPA templates act as the initial step, setting the stage for deeper process redesign or automation initiatives.

Customization and Integration with Technology

Modern business process analysis templates are increasingly integrated into software platforms that support automation, real-time data collection, and collaboration. Customizable templates embedded in workflow management tools or Enterprise Resource Planning (ERP) systems can dynamically adapt to evolving process requirements and generate analytics dashboards.

This integration not only enhances accuracy but also accelerates the feedback loop, enabling agile responses to process inefficiencies. Organizations investing in digital transformation find value in templates that are scalable and interoperable with their existing IT infrastructure.

Implementing a Business Process Analysis Template: Best Practices

For organizations aiming to maximize the benefits of a business process analysis template, certain best practices emerge from industry experience:

1. **Engage Cross-Functional Teams:** Involve representatives from all relevant departments to capture diverse perspectives and ensure comprehensive analysis.
2. **Maintain Clear Objectives:** Define what the analysis aims to achieve—whether it is cost reduction, quality improvement, or compliance.
3. **Regularly Update Templates:** Adapt templates to reflect changing business environments, technological advancements, and feedback from users.
4. **Leverage Technology:** Utilize digital tools that support collaborative editing, version control, and integration with data sources.
5. **Document Findings Thoroughly:** Maintain detailed records to facilitate monitoring, auditing, and continuous improvement cycles.

Such disciplined application ensures the template remains a living document that drives operational excellence rather than becoming a mere formality.

Conclusion: The Evolving Role of Business Process Analysis Templates

As organizations navigate increasingly complex and dynamic markets, the role of business process analysis templates evolves beyond static documentation. They become strategic

enablers that foster transparency, agility, and innovation. When effectively designed and implemented, these templates empower businesses to dissect intricate workflows, uncover hidden inefficiencies, and design targeted interventions that yield measurable outcomes.

Ultimately, the strength of a business process analysis template lies in its ability to facilitate a disciplined yet flexible approach to understanding how work gets done—thereby laying the groundwork for continuous improvement and sustainable success.

Business Process Analysis Template

business process analysis template: *Handbook of Industrial Engineering* Gavriel Salvendy, 2001-05-25 Unrivaled coverage of a broad spectrum of industrial engineering concepts and applications The Handbook of Industrial Engineering, Third Edition contains a vast array of timely and useful methodologies for achieving increased productivity, quality, and competitiveness and improving the quality of working life in manufacturing and service industries. This astoundingly comprehensive resource also provides a cohesive structure to the discipline of industrial engineering with four major classifications: technology; performance improvement management; management, planning, and design control; and decision-making methods. Completely updated and expanded to reflect nearly a decade of important developments in the field, this Third Edition features a wealth of new information on project management, supply-chain management and logistics, and systems related to service industries. Other important features of this essential reference include: * More than 1,000 helpful tables, graphs, figures, and formulas * Step-by-step descriptions of hundreds of problem-solving methodologies * Hundreds of clear, easy-to-follow application examples * Contributions from 176 accomplished international professionals with diverse training and affiliations * More than 4,000 citations for further reading The Handbook of Industrial Engineering, Third Edition is an immensely useful one-stop resource for industrial engineers and technical support personnel in corporations of any size; continuous process and discrete part manufacturing industries; and all types of service industries, from healthcare to hospitality, from retailing to finance. Of related interest . . . HANDBOOK OF HUMAN FACTORS AND ERGONOMICS, Second Edition Edited by Gavriel Salvendy (0-471-11690-4) 2,165 pages 60 chapters A comprehensive guide that contains practical knowledge and technical background on virtually all aspects of physical, cognitive, and social ergonomics. As such, it can be a valuable source of information for any individual or organization committed to providing competitive, high-quality products and safe, productive work environments.-John F. Smith Jr., Chairman of the Board, Chief Executive Officer and President, General Motors Corporation (From the Foreword)

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business process analysis template: *Business Process Management* John Jeston, Johan Nelis, 2010-05-14 Business Process Management: Practical Guidelines to Successful Implementations provides organizational leadership with an understanding of Business Process Management and its benefits to an organization. This is an easy-to-use, easy-to-read guide that provides a practical framework, complete with a set of tools and techniques, to successfully implement Business Process Management projects. In addition, it features vital organizational perspectives that not only provide an overall view of BPM and the move towards a process-centric organization, but also reveal how to embed BPM within an organization to ensure a continuous business process improvement culture.

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business process analysis template: CIMOSA: Open System Architecture for CIM ESPRIT Consortium AMICE, 2012-12-06 Enterprise operation efficiency is seriously constrained by the inability to provide the right information, in the right place, at the right time. In spite of significant advances in technology it is still difficult to access information used or produced by different applications due to the hardware and software incompatibilities of manufacturing and information processing equipment. But it is this information and operational knowledge which makes up most of the business value of the enterprise and which enables it to compete in the marketplace. Therefore, sufficient and timely information access is a prerequisite for its efficient use in the operation of enterprises. It is the aim of the ESPRIT project AMICE to make this knowledge base available enterprise-wide. During several ESPRIT contracts the project has developed and validated CIMOSA: Open System Architecture for CIM. The CIMOSA concepts provide operation structuring based on cooperating processes. Enterprise operations are represented in terms of functionality and dynamic behaviour (control flow). Information needed and produced, as well as resources and organisational aspects relevant in the course of the operation are modelled in the process model. However, the different aspects may be viewed separately for additional structuring and detailing during the enterprise engineering process.

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that support most of the tools presented. This book is suitable for employees and managers at any organizational level in any type of industry, including service, manufacturing, and the public sector. It should also be useful as a textbook for students in courses relating to quality management and continuous improvement.

business process analysis template: Business Process Transformation Varun Grover, M Lynne Markus, 2015-05-11 Featuring contributions from prominent thinkers and researchers, this volume in the Advances in Management Information Systems series provides a rich set of conceptual, empirical, and introspective studies that epitomize fundamental knowledge in the area of Business Process Transformation. Processes are interpreted broadly to include operational and managerial processes within and between organizations, as well as those involved in knowledge generation. Transformation includes radical and incremental change, its conduct, management, and outcome. The editors and contributing authors pay close attention to the role of IS organizations and information technologies in facilitating business process transformation. Each chapter places major emphasis on clearly articulating the knowledge generated, both theoretical and applied. The book incorporates case studies and tables throughout, and provides fundamental grounding for any stakeholder of business process transformation.

business process analysis template: Business Process Management: Responsible BPM Forum, Process Technology Forum, Educators Forum Mahendrawathi ER, Avigdor Gal, Thomas Grisold, Flavia Santoro, Mathias Weske, Remco M. Dijkman, Dimka Karastoyanova, Banu Aysolmaz, Wasana Bandara, Kate Revoredo, 2025-08-29 This book constitutes the proceedings of the BPM 2025 Responsible BPM Forum, Process Technology Forum, and Educators Forum held at the 23rd International Conference on Business Process Management, BPM 2025, which took place in Seville, Spain, during September 2025. The Responsible Business Process Management (RBPM) Forum provides a platform for exploring how to integrate responsibility into BPM practices, addressing challenges from three perspectives: technological, managerial, and conceptual. The Process Technology Forum covers technical and engineering aspects related to the study, design, development, and maintenance of software systems that support the modeling, simulation, analysis, enactment, and monitoring of business processes. The Educators Forum deals with possibilities to improve BPM teaching in a dynamic and practice-oriented way. The total of 32 papers included in this book was carefully reviewed and selected from a total of 65 papers submitted to these forums.

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members who engage in a discussion phase after the initial reviews were prepared. The authors eventually receive four review reports, and a meta-review that summarizes the reviews and the discussion. The selected papers cover topics related to process models and metrics, mining and compliance, and to other innovative ideas such as gamification, smart devices and digital innovation as far as they pertain to BPM.

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business process analysis template: The Business Analysis Handbook Helen Winter,

2019-09-03 FINALIST: Business Book Awards 2020 - Specialist Book Category FINALIST: PMI UK National Project Awards 2019 - Project Management Literature Category The business analyst role can cover a wide range of responsibilities, including the elicitation and documenting of business requirements, upfront strategic work, design and implementation phases. Typical difficulties faced by analysts include stakeholders who disagree or don't know their requirements, handling estimates and project deadlines that conflict, and what to do if all the requirements are top priority. The Business Analysis Handbook offers practical solutions to these and other common problems which arise when uncovering requirements or conducting business analysis. Getting requirements right is difficult; this book offers guidance on delivering the right project results, avoiding extra cost and work, and increasing the benefits to the organization. The Business Analysis Handbook provides an understanding of the analyst role and the soft skills required, and outlines industry standard tools and techniques with guidelines on their use to suit the most appropriate situations. Covering numerous techniques such as Business Process Model and Notation (BPMN), use cases and user stories, this essential guide also includes standard templates to save time and ensure nothing important is missed.

business process analysis template: Integrated Business Information Systems

Klaus-Dieter Gronwald, 2017-05-30 Enterprise Resource Planning (ERP), Supply Chain Management (SCM), Customer Relationship Management (CRM), Business Intelligence (BI) and Big Data Analytics (BDA) are business related tasks and processes, which are supported by standardized software solutions. The book explains that this requires business oriented thinking and acting from IT specialists and data scientists. It is a good idea to let students experience this directly from the business perspective, for example as executives of a virtual company. The course simulates the stepwise integration of the linked business process chain ERP-SCM-CRM-BI-Big Data of four competing groups of companies. The course participants become board members with full P&L responsibility for business units of one of four beer brewery groups managing supply chains from production to retailer.

business process analysis template: Business Process Automation August-Wilhelm Scheer, Ferri Abolhassan, Wolfram Jost, Mathias Kirchmer, 2012-11-07 Enterprises have to adapt their business processes quickly and efficiently to new business environments to ensure business success and long term survival. It is not sufficient to apply best business practices but new practices have to be developed and executed. These requirements are met by new business process automation technologies, based on concepts like web services, EAI, workflow, enterprise service architectures, and automation engines. Business process automation becomes a key enabler for business process excellence. This book explains major trends in business process automation and shows how new technologies and solutions are applied in practice. It outlines how process automation becomes an element of an overall process lifecycle management approach, structured on the basis of the ARIS House of business excellence and implemented through software tools like the ARIS toolset.

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business process analysis template: Practical Business Process Modeling and Analysis

Jim Sinur, Zbigniew Misiak, BJ Biernatowski, 2025-08-29 Learn practical techniques from leading AI and business process experts to streamline operations, drive digital transformation, and accelerate your career growth Key Features Navigate common challenges in digital transformation to ensure seamless process adoption across teams Master BPMN, process modeling, and automation launch strategies to streamline workflows and boost efficiency Work with practical frameworks to align business processes with strategic long-term growth Purchase of the print or Kindle book includes a free PDF eBook Book Description Every business transformation begins with one question, "How can we do this better?" Whether it's eliminating inefficiencies, optimizing business operations, or reimagining entire workflows with the help of AI, success depends on understanding and optimizing business processes. However, finding the right approach can be challenging with shifting market demands and evolving technologies. In this book, three seasoned experts in BPM, automation, and

AI-driven process optimization guide you through frameworks, techniques, and tools that drive digital transformation by helping you explore business process modelling, before and after process execution. You'll visualize complex workflows, establish scalable process architectures that drive digital transformation, and integrate automation for efficiency. With insights into BPMN, business value analysis, and field-tested consulting guidance, you'll see how process-led design and data-driven decisions can lead to smarter, more agile operations. Through real-world examples, you'll grasp how leading organizations have optimized their processes and how you can apply the same principles in your digital change program. By the end of this book, you'll be able to identify, design, analyze, and transform business processes for measurable impact, as well as master the synergy of technology, process, and strategy to build systems that drive sustainable growth.

What you will learn

- Explore the role of business process in digital transformation
- Build scalable process architectures for long-term efficiency and adaptability
- Find out how to avoid common pitfalls in digital transformation and automation programs
- Apply real-world strategies and frameworks to optimize operations effectively
- Discover methods and tools to enhance business process analysis and decision-making
- See how the BPMN can be extended for scenarios like process simulation and risk management
- Measure and maximize business value from process transformation efforts

Who this book is for

This book is ideal for business analysts, process improvement practitioners, project managers, consultants, operations managers, and IT leaders involved in process design, streamlining workflows, and integrating AI and automation. No prior experience with BPMN or automation is needed, though familiarity with business processes will be helpful.

business process analysis template: Facilitating the Project Lifecycle Janet A. Means, Tammy Adams, 2005-08-05

Step by step, *Facilitating the Project Lifecycle* guides the project manager/facilitator in making smart choices about when and how to pull key talent together to spell success for the project and ultimately the organization. The authors will help you understand the benefits of using facilitated group work sessions to get real work done during a project and get it done better and more efficiently than more traditional individual work approaches. In addition, the book includes:

- Recommendations for capitalizing on group knowledge to accelerate the building of key project deliverables and ensure their quality as they are built
- A work session structure for planning, delivering, and following up facilitated work sessions
- Guides for building key project deliverables
- Sample agendas
- Proven techniques for managing the group dynamics

business process analysis template: The Power of Business Process Improvement Susan Page, 2015-11-04

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- Eliminate duplication and bureaucracy
- Control costs
- Establish internal controls to reduce human error
- Test and rework the process before introducing it
- Implement the changes

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