## Process Improvement Report Template

**Report Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Process Description:** What is the purpose of the process?

**Stakeholders**

|  |  |
| --- | --- |
| Process Owner(s) |  |
| Internal Process User(s) |  |
| External Process User(s) |  |
| Indirectly Involved in Process |  |
| Other Processes Connected |  |

**Condition Prior to Improvement:** What pain points and issues inspired the improvement?

**Target Condition:** What were the goals for improvement?

NOTE: The goal for this project may have only addressed certain pain points and issues, leaving others to be addressed in the future (list these in the Recommended Follow-Up Actions section below).

**Root Cause Analysis:** What contributing factors and root causes led to these improvements?

**Corrective Action:** What specific improvements were made?

**Results:** What measurable improvements were achieved?

NOTE: Be sure to include context and provide an honest view.

**Recommended Follow-Up Actions:** What needs to be done from here to maintain these results? What else should be done to continue refining this process?

**Additional Comments:** Include any other important information.