# Current State Process Analysis Report

*The purpose of this document is to summarize the findings of the first two stages of the Process Improvement Methodology – Project Scope and Gather Current State.*

*Use the sections needed for the specific project and delete those that are not required. Remember to update headers and footers within the document. Delete this instructional paragraph from your final draft.*

# Executive Summary

*Include a concise summary of the project thus far. Keep the summary to one page or less. Delete this instructional paragraph from your final draft.*

# Project Statement

*Describe the project background, objectives, scope, as described in the Project Charge document (a summarized, scaled back version). Delete this instructional paragraph from your final draft.*

| **Project Area**  | **Description** |
| --- | --- |
| Process Analysts: |  |
| Background: |  |
| Objective: |  |
| Scope: |  |
|  Included: |  |
|  Excluded: |  |

# Process Overview

*A brief description of the process analyzed, including its purpose, objective, internal/external customers, and the key deliverables of the process.*

*Include links to process model and process description documents.*

*Delete this instructional paragraph from your final draft.*

# Process Measures

*A brief description of the key metrics for the process. Delete this instructional paragraph from your final draft.*

## Process CTQs (Critical to Quality)

* *List process CTQs. Describe the CTQ as required. Delete this instructional paragraph from your final draft.*

## Process KPIs (Key Performance Indicators)

* *List process KPIs. Describe the KPI as required. Delete this instructional paragraph from your final draft.*

# Findings and Observations

*Describe the key learning outcomes of the interviews, process mapping activities, surveys, etc. Include descriptions of the key issues confronting the process (areas of waste; “Pain Points”) in its current state. Include any measures of current state captured during the analysis.Note significant touch points discovered with other processes. Delete this instructional paragraph from your final draft.*

# Final Summary

*Provide a final overall summary of the current-state analysis in one or two paragraph.Report what the analysis contends about the process as a whole: whether it meets intended objective, goals, and customer requirements; relevance and accuracy or measurements being taken, if any; how mature the prcoess is and where it fall on the continuous improvement roadmap; does it meet industry standards. Draw a brief conclusion as to whether the process and touching processes will likely benefit by being improved. Delete this instructional paragraph from your final draft.*

# Glossary

*Define any terms and definitions from the report that may require explanation. Delete this instructional paragraph from your final draft.*

# Works Cited

*Cite any sources, as appropriate, in compiling the report. Delete this instructional paragraph from your final draft.*