**Process Re-design Template**

The Process Re-Design template is a great way to get a team involved in a change effort. Use these questions regarding your change to build energy and maximize results

|  |  |  |
| --- | --- | --- |
| **Process or Workflow:** Click or tap here to enter text. | | |
| **Question** | **Upstream or Downstream Repercussions?** | **Decision** |
| **Can we eliminate a step all together?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we reduce the number of people involved?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we simplify it?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we do it at a more convenient time?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we automate it?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we standardize it?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we bundle it with something else?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we speed it up?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we make it less complicated?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we make it more predictable or automatic?** | Click or tap here to enter text. | Click or tap here to enter text. |
| **Can we make it more user-friendly?** | Click or tap here to enter text. | Click or tap here to enter text. |

**Process Redesign Template (Sample)**

Here is how the Process Re-Design Template could be completed when considering how to implement a process for employees needing security clearance on their badges to access patient units.

|  |  |  |
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