



# Process Improvement Proposal

## EMPLOYEE INFORMATION

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

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone/Extension: \_\_\_\_\_

## PROPOSAL DETAILS

Name of Idea: \_\_\_\_\_

Describe the current process and what is not working well with it. Provide details about equipment used, number of workers required, if other departments are involved, software used, how long or how often the process is conducted. Describe who the stakeholders are and how they are impacted by the process.

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Describe the proposed improvement solution, if you have one in mind.

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If the process could be improved, describe what the expected benefits would be. For example, would it save time or money, improve safety or quality including providing better customer service, improve employee morale?

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What is the desired or proposed completion date. Explain why the date is important for your unit and if there are any significant financial, service or safety impacts if completion were delayed.

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Complete the form and send to \_\_\_\_\_.

**NOTE** – Attach all supporting documentation.

**FOR PI TEAM USE ONLY**

Date Replied: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**Comments:**

<b>Savings Impact</b>	<b>Financial</b>	<b>Time/Effort</b>	<b>Quality/Delivery</b>	<b>Safety</b>	<b>Morale</b>
<b>Current</b>					
<b>Improved</b>					
<b>Net Benefit</b>					

**Comments:**