

Process Optimization Checklist

Find the wasted steps hiding inside your everyday operations.

- ☐ The current-state process has been mapped step by step, not from memory.
- ☐ Every handoff between people or teams is clearly marked on the map.
- ☐ Steps that exist only "because we've always done it that way" are flagged.
- ☐ Rework and error rates are measured at each stage, not just at the end.
- ☐ The slowest step in the process has been identified and timed.
- ☐ At least one redundant approval or check has been removed this quarter.
- ☐ The redesigned process has been tested on a small batch before full rollout.
- ☐ Automation has been considered for any purely repetitive step.
- ☐ The team that runs the process was involved in redesigning it.
- ☐ A before-and-after metric proves the optimization actually worked.

Want us to run this with you?

Book a free Growth Audit. No pitch deck, just a plan.

pivotrix.com/contact-us