### Process Analysis Checklist

1. Where are the handoffs?
2. How can we reduce the number of handoffs?
3. Where are the process places that generate data?
4. How can we centralize the data from this process?
5. Where are the current delays?
6. How can we decrease the number of delays?
7. What are the resources from this process?
8. Where are resources currently released?
9. How can we release resources quicker?
10. What are the related activities?
11. Can we combine related activities?