

# Business Process Optimization Plan Template

## 1. Executive Summary

Provide a brief overview of the optimization plan and its objectives.

## 2. Current Process Overview

2.1 PROCESS NAME

2.2 PROCESS OWNER(S)

2.3 PROCESS DESCRIPTION

2.4 KEY STAKEHOLDERS

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2.5 CURRENT PROCESS FLOW

Attach or describe the current process map/flowchart.

## 3. Process Performance Analysis

Metric	Current Value	Target Value	Notes

3.1 IDENTIFIED ISSUES & ROOT CAUSES

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## 4. Optimization Goals

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## 5. Proposed Optimization Solutions

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5.1 SOLUTION DETAILS

Solution	Description	Expected Benefit

## 6. Implementation Plan

Task	Owner	Deadline	Status

6.1 CHANGE MANAGEMENT APPROACH

## 7. Monitoring & Continuous Improvement

- KPIs & Success Metrics
- Review Frequency
- Feedback Mechanism

## 8. Appendix

- Supporting Data
- Process Maps & Diagrams
- References

DOCUMENT OWNER:

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Name & Signature

DATE:

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