

Workflow Rework Scan

Choose one recurring deliverable and follow it from first input to final approval. Mark each statement that is true. The goal is to find one controllable improvement - not to automate everything at once.

01 Repeated information

- ☐ The same fact is entered into more than one system.
- ☐ Information is copied from email into a file by hand.
- ☐ A reviewer must search for the original source.

02 Handoffs

- ☐ Work waits because the next owner is unclear.
- ☐ A handoff lacks required inputs or acceptance criteria.
- ☐ The next person repeats checks that should be documented.

03 Corrections

- ☐ The same correction appears in multiple projects.
- ☐ Review comments must be applied manually in several places.
- ☐ A source change can leave related sections inconsistent.

04 Exceptions

- ☐ Missing information is buried in notes or messages.
- ☐ Work can look complete while a material issue remains open.
- ☐ No one owns the next action for an exception.

05 Approval evidence

- ☐ The final reviewer cannot see which sources were used.
- ☐ Approval is implied rather than recorded.
- ☐ The team cannot reconstruct why a material decision was made.

Choose the first improvement

Circle one repeated step that creates the most avoidable correction, delay, or uncertainty.

CURRENT INPUT

CURRENT OWNER

EXPECTED OUTPUT

MOST COMMON EXCEPTION

EVIDENCE A REVIEWER NEEDS

MEASURE OF IMPROVEMENT