

PROCESSES



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2. Once the components are identified, the next step is to determine the flow of information and materials between them. This is often done using flowcharts or process maps.

3. The third step is to evaluate the current process and identify areas for improvement. This can be done through various methods, such as time studies or process audits.

4. Finally, the process is redesigned to optimize efficiency and reduce waste. This may involve changing the sequence of steps, adding new steps, or eliminating unnecessary ones.

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Step	Description	Key Activities
1	Identify components and relationships	System analysis, component identification
2	Determine flow of information and materials	Flowcharting, process mapping
3	Evaluate current process	Time studies, process audits
4	Redesign process	Step resequencing, step addition/removal