OPERATIONAL EFFICIENCY CHART

Department: _____ | Quarter: ____ | Auditor: _____
Date: 2024-05-22

CORE PROCESS	BOTTLENECK / PAIN POINT	PROPOSED OPTIMIZATION	IMPACT	STATUS
Inventory Management	Manual entry causing 15% error rate in stock levels.	Implement QR-code scanning and real-time API syncing.	HIGH	â—‹
Client Onboarding	Redundant documentation requests across departments.	Centralize digital vault for client shared credentials.	MED	â—‹
Reporting Cycle	Data aggregation takes 4 days per month.	Automate SQL exports to visualization dashboard.	HIGH	â—‹
				â—‹
				â—‹
				â—‹

KEY PERFORMANCE INDICATORS (KPI) PROGRESS

METRIC DESCRIPTION	BASELINE	TARGET	ACTUAL	VARIANCE

Cycle Time (Hours)

Resource Utilization %

STRATEGIC NOTES

Enter qualitative observations or resource requirements here...

Signature: _____
Approval Date: ____ / ____ / 20__