

Office Process Questionnaire

Process Observed:		Observation Date:	
Observer:		Person Observed:	
1 What do you do?			
2 How long does your process (processes) take?			
3 How much work do you have in your queue?			
4 On average, how much work do you get done each day?			
5 What causes you delays or disrupts your work?			
6 What would you change if you could?			
7 Additional questions (write questions below)			