**Business Process Reengineering**

**Center of Excellence**

**U.S. Army Shared Services Center**

**BPR Activity Sheet**

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During a BPR workshop, the participants will discuss the process to be defined. The overall goal of the workshop is to ensure there are no gaps in necessary information needed to support the activities and processes and that there is consensus and buy-in from participants.

The sample BPR activity sheet below is a tool to help elicit and capture input from participants on the defined process:

|  |  |  |
| --- | --- | --- |
| Activity #: | Input(s): Policy, Regulation, Data, Info, etc. | How?: Manual or Automated |
| Who?: Who is responsible for this activity? | What?: What is the activity to complete? | Requirements: What specific data or info is required to complete? |
| Performance: SLA or KPI? | Output(s): Form, Request, Info, etc. | Recipient: |