



BRIDGE Academy Toolkit

Project Selection Checklist

This project selection checklist can be used to evaluate and compare multiple process improvement project ideas.

BRIDGE Academy Project Selection Checklist			
Description: Name and describe the process being considered for improvement.			
	Process 1	Process 2	Process 3
Process Name:			
Brief Description:			
Process Issues: Review this list of process questions and mark the project column if that issue pertains to the process.			
Is the scope manageable?			
Can it be reliably measured?			
Are there frequent customer complaints?			
Are there long lines, backlogs, or waitlists?			
Are there frequent or common errors?			
Are there duplications of effort?			
Are multiple approvals required?			
Are there cost issues?			
Are there equity concerns?			
Organization Issues: Review this list of organizational questions and mark the project column if it pertains to the proposed process.			
Is the process associated with a strategic initiative?			
Is the process important to the organization?			
Is the process important to customers?			
Is there support from managers and staff to improve it?			
Feasibility Issues: Review this list of feasibility issues and mark the project column if it pertains to the proposed process.			
Is there a reasonable probability of success?			
Can the team devote adequate time to the project?			
Can the problems be solved without major financial investment?			