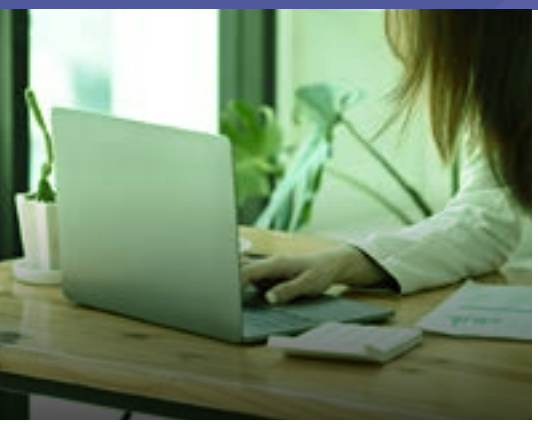
CloudClevr | Five-question checklist

# Where is information making work harder than it needs to be?

**Choose one task your team repeats, such as progressing a supplier form, responding to a customer request, finding an asset record, or approving a new starter.**

Follow one recent example from start to finish. Ask the person who did the work, because the real process often includes steps that no diagram shows.





### 1. Where does information arrive?

Email, form, document, shared folder, or system? Is it completel enough for the work to begin?

**Our starting point:**

### 2. What do people have to find or check?

Can they locate the current record? Do they know who owns it and whether they can trust it?

**The search or check:**

### 3. What gets copied, corrected or entered again?

Notice repeated data entry, renaming, reformatting and checks caused by missing or inconsistent details.

**The repearted effort:**

### 4. Where does the work wait?

Is the next action visible? Who owns exceptions? What prompts somebody to chase?

**The main delay:**

### 5. What would easier look like?

Choose something observable: less searching, fewer corrections, a clearer status or shorter turnaround.

**Our useful measure:**

## Choose your first step.

Complete this sentence: "We want to make _____ easier because people currently have to _____. We know it is improving when_____.

## Bring us one thing.

**If you would value a second pair of eyes, bring this example to a 60-minute Information, Document and Workflow Review with CloudClevr.**