|  |  |  |
| --- | --- | --- |
| Name your project |  | Department and/or Division |
| Title of Project |  | Department/Division |
| Project Team: | | |
| List your project team members. | | |
| Background and Problem Statement: | | |
| What is the existing process? | | |
| Business Case: | | |
| What is the benefit from improving this process? | | |
| Solution and Results: | | |
| What did you change about the process and what are the results? (1. Direct Operating Expenses; 2. Staff Time; 3. Customer Wait Time; 4. Revenue Generation) | | |

For additional information on how to report your results, refer to our [Resource Guide](https://www.kerncounty.com/home/showpublisheddocument/8780/637920964317902526).