Best Practice Template Documentation

This particular example template was created to document "best practices" and seems like it may be a good place to document business process improvement activity assessment.

It's divided into a number of segments that can be used in the following way: Each Best Practice includes a two-page template. The template should be properly filled out and include the following information:

- **Pain points** - what is the organization trying to improve with its Best Practice?
- **Benefits achieved** - what are the concrete, tangible results desired when implementing the Best Practice?
- **KPI's affected** - what KPI's have been affected and how?
- **Main aspects of the Best Practice** - highlights of the Best Practice
- **Organizational prerequisites** - how must an entity be structured to implement such a Best Practice? What departments / areas are affected?
- **Effort for implementation** - how much time and manpower is required to implement this Best Practice?
- **Success factors** - what factors are required to have a positive affect on the outcome of the implementation?
- **System support** - what transactions or programs are required for this Best Practice to work?
- **Attachments (if applicable)**

Based on this template, a reviewer should be able to get a clear idea of the Best Practice and why it has been submitted as a Best Practice. However, additional documentation from the Practice Owner is necessary to enable the Reviewer to make an informed decision. Additional documentation could be:

- A process flowchart
- A calculation of savings / efficiencies
- System details (transaction codes, for example)