Process evaluation questions

When evaluating a process, you need to ask important questions about how it fits into the larger organization. Use these questions and answers to help you determine whether the process is helpful or not.

| **Question** | **“Good” answers of processes to keep sound like…** | **“Bad” answers of processes to get rid of sound like…** |
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| Why was this meeting or process created? By whom? | “It was something the team put together after seeing a lot of problems come through [this reason]...” | “We have no idea!” |
| When was the last time you attended this meeting or used this process? | “Last week we kicked this off for a new project.” | “I think it was a few weeks ago but I don’t remember.” |
| When was the last time you got value out of this process or meeting? | “Last week it helped us make sure [another team] was aware of the change and saved a lot of grief.” | “Honestly, I don’t think I’ve ever gotten value out of this…” |
| What is the worst that could happen if we removed this process? | “We wouldn’t be as effective as we could be.” | “Not sure.” |
| What would be enabled if we didn’t have this process? | “It would cause every project to go back to square one to define it themselves again.” | “We’d be able to ship faster.” |