

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...
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."