

BENCHMARKING Worksheet

Process Name:			
Process Aspects to Benchmark:			
Process Owner:		Department or Unit:	
Process Improvement Opportunities	Benchmarking Sources	Measures, Materials, or Other	Results
What areas for improvement are you planning to benchmark?	What are some possible benchmarking resources – other facilities, experts?	What information would you be seeking from a benchmarking resource to assist in the development of an improvement?	What information did you receive and where will you record this information? (include the location of the information).