

# Streamlining the Process

## Activity 1: Process Redesign

### Task 1 - Bureaucracy Elimination

11. Automation/  
Computerization

10. Supplier  
Partnerships

9. Standardization

8. Simple  
Language

7. Upgrading

#### THE TOOLS

1. Bureaucracy  
Elimination

2. Value-Added  
Assessment

3. Duplication  
Elimination

4. Simplification

5. Cycle-Time  
Reduction

6. Error Proofing