

Business Tune-up – Item Description Page (1)

Summary:	TU#:
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Affecting

Division:	Department:	Group:	Individual(s):
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Problem:

Suggested solution:

Details:

Related documents:

Business Tune-up – Item Status Page (2)

Type	Date	By	Department	Initials	Notes
Suggested:					
Entered:					
Reviewed:					
Estimated:					
Rejected:					
Approved:					
Assigned by:					
Assigned to:					
Abandoned:					
Completed:					
Tested:					
Trained:					
Implemented:					

Comments/Notes:

Business Tune-up – Item Costs Page (3)

One-time Development Costs

Type	Estimated			Actual		
	Hours (Units)	Rate	Extension	Hours (Units)	Rate	Extension
Analysis:						
Development:						
Training:						
Implementation:						
Management:						
Hardware:						
Software:						
Other:						
Totals:						

Comments/Notes:

Business Tune-up – Item Estimated Savings Page (4)

On-going Daily / Weekly / Monthly (circle one) Costs

Type	Before Automation			After Automation		
	Hours (Units)	Rate	Extension	Hours (Units)	Rate	Extension
Labor 1:						
Labor 2:						
Other 1:						
Other 2:						
Totals:						

On-going Daily / Weekly / Monthly (circle one) Estimated Savings

Type		After Automation		
		Hours (Units)	Rate	Extension
Labor 1:				
Labor 2:				
Other 1:				
Other 2:				
Totals:				

	Rating	Date	By	Comments/Notes:
Value: (1-low - 10-high)				
Priority: (1-low - 10-high)				
User contact(s):				

Business Tune-up – Item Actual Savings Page (5)

On-going Daily / Weekly / Monthly (circle one) Costs

Type	Before Automation			After Automation		
	Hours (Units)	Rate	Extension	Hours (Units)	Rate	Extension
Labor 1:						
Labor 2:						
Other 1:						
Other 2:						
Totals:						

On-going Daily / Weekly / Monthly (circle one) Estimated Savings

Type		After Automation		
		Hours (Units)	Rate	Extension
Labor 1:				
Labor 2:				
Other 1:				
Other 2:				
Totals:				

	Rating	Date	By	Comments/Notes:
Value: (1-low - 10-high)				
Priority: (1-low - 10-high)				
User contact(s):				