Engineering Workflow Bottleneck Report

1. Report Details

Date	
Prepared By	
Team/Project	

2. Summary of Workflow

3. Identified Bottleneck

Description	
Process Step	
Impacted Teams/Individuals	
Impact	

4. Root Cause Analysis

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5. Proposed Solutions

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6. Action Items & Owners

Action Item	Owner	Due Date	Status

7. Additional Notes