**流程优化申请表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **流程名称** | |  | | | | **涉及部门** | |  | | | | | |
| **申请人** | |  | | | | **申请日期** | |  | | | | | |
| **修改前流程及弊端** |  | | | | | | | | | | | | |
| **修改后流程内容** |  | | | | | | | | | | | | |
| **优**  **化**  **意**  **义** |  | | | | | | | | | | | | |
| **审**  **核**  **会**  **签** |  | | | | | | | | | | | | |
| **打分** | **签名** | |  |  |  | |  | |  |  |  |  |  |
| **打分** | |  |  |  | |  | |  |  |  |  |  |
| **平均分** | |  | | | | | | | | | | |

**注释：打分为10分制，流程试行一个月以后打分；平均分6分以下需要重新制定；6-8分讨论是否要修改；8分以上无需修改；**