**Process Improvement Form**

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| **Improvement Suggestion (To be filled in by Requestor)** | |
| **Process Name** | Work Update |
| **Improvement Description** | Usage of tools to make the work updation on a daily basis easier |
| **Disadvantages of Current Process** | It is difficult to track daily work updates in detail |
| **Expected Benefits** | Work updation will be easier and daily work done will be easy to track. |
| **Note :**  **Analysis and Implementation of the improvement suggestion are tracked in process improvement log by SEPG** | |

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| **Date** | 01/04/2016 |
| **Initiator/Requestor**  **Name** | Mausumi Panda |