**Process Improvement Form**

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| **Improvement Suggestion (To be filled in by Requestor)** | |
| **Process Name** | Communication |
| **Improvement Description** | IM shall be used for immediate project related communications in project groups created |
| **Disadvantages of Current Process** | One to one discussion leads to communication gap between the entire team. All are not on the same page. |
| **Expected Benefits** | IM shall be used for project related discussion. All the project assignees shall communicate in the project group created. This will eradicate communication gaps. |
| **Note :**  **Analysis and Implementation of the improvement suggestion are tracked in process improvement log by SEPG** | |

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| **Date** | 25/04/2016 |
| **Initiator/Requestor**  **Name** | Satyakam Misra |