

GUIDE FOR FORM ANALYSIS
July 2005

INITIATING FORMS	WHY?	REEVALUATING FORMS
NEED What do the forms in the procedure accomplish that justify their existence? What other forms are related or duplicate in whole or in part the information requested? What inadequacies are there in the forms procedure?	WHY this need?	NEED Is the information needed? Does the cost exceed the worth? Is there a better source or a better way? Can the forms or items in the forms be- Combined? Eliminated? Simplified or Re-sequenced? Added?
PEOPLE Who requires the data? Who enters the information? Who extracts the information?	WHY by these people?	PEOPLE Can the work be assigned to other units or clerks to simplify the work or combine its handling? Can the forms in the procedure be re-sequenced to simplify the entering or extracting of the information?
PLACE Where are the forms in the procedure written and processed? Where are the forms sent? Where are the forms filed/	WHY here?	PLACE Can the writing of the forms and their processing be combined with similar work done in another site? Can the forms be completed in the field without the need of feeder forms, or having to copy the information on another form in the office? Does the design of the forms aid in their filing, finding, storage and disposition?
TIME When are the forms in the procedure written? When are these forms processed? When are the forms filed?	WHY at this time?	TIME Are the various processing steps taken in their proper order? Can the peak loads be leveled off by better scheduling of the forms flow? Can information be requested so it can be processed during a slack period?
METHOD How are the forms in the procedure written? How is the information on these forms processed? How are these forms transmitted? How are forms filed	WHY at this method?	METHOD Can the writing method be changed for the better? Can the routing or mailing method be changed? Have the forms been geared to the most efficient office equipment?