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| Workshop Type (place an ‘X’ in the correct box): | As Is    To Be | Date: |
| Business Unit: |  | |
| Process Name: |  | |
| Scribe Name: |  | |

*Workshop Notes:*

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| Activity | Notes | Responsibility/Date |
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*Suggested Improvements/Opportunities:*

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| Activity | Notes | Responsibility/Date |
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*Issues to Revisit / “Park”:*

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| Activity | Notes | Responsibility/Date |
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*Post Workshops Actions Items:*

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| Activity | Action Item | Responsibility | Date |
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