

Operational Efficiency Due Diligence Report

1. Executive Summary

[Provide a concise summary of key findings, risks, and recommendations. This should be a brief overview for decision-makers.]

2. Objectives

1. Assess current operational processes and efficiency.
2. Identify areas for improvement and potential risks.
3. Evaluate alignment with business goals and best practices.

3. Methodology

- Documentation Review
- Stakeholder Interviews
- Process Mapping
- Data Analysis
- Site Visits (if applicable)

4. Key Findings

Area	Observation	Impact
[Process/Department]	[Summary of finding]	[High/Medium/Low]
[Process/Department]	[Summary of finding]	[High/Medium/Low]

5. Gap Analysis

Current State	Best Practice	Gap/Issue	Recommendation
[Describe current process]	[Describe best practice]	[Describe the gap]	[Provide recommendation]

6. Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

7. Risk Assessment

Risk	Likelihood	Impact	Mitigation
[Describe risk]	[Low/Medium/High]	[Low/Medium/High]	[Proposed mitigation]

8. Next Steps

- Prioritize recommendations based on impact and urgency.
- Assign responsibilities and timelines.
- Monitor implementation progress.

Prepared by: _____

Date: _____