



# Limiting Values Audit Worksheet

Audit Date: \_\_\_\_\_

Limiting Value	Examples	Cost
Confusion	<p>Example #1            New processes get introduced without any training. All we get is a bulletin which lacks proper details on how to do things. Many times our bosses don't even know about the change. For example, last year HR introduced a new process for recording overtime. The forms were burdensome, unclear and we had to do them over in many cases. They were just handed out in a team meeting by our managers with instructions to fill them out.</p>	<p>1,250 employees in the company record overtime on each pay period basis. Over the course of the first three months, each employee spent 2.5 hours getting clarification, talking to others about the form, redoing the form etc. Average hourly rate is \$22. Total cost <math>(1,250 \times 2.5 \times \\$22) = \\$68,750</math></p>
	<p>Example # _____</p>	
	<p>Example # _____</p>	

Limiting Value	Examples	Cost
	Example #____	
	Example #____	
	Example #____	

### Limiting Values Audit Worksheet Summary

**1. Limiting Value:** \_\_\_\_\_

Example Number/Title	Cost
Total:	

**2. Limiting Value:** \_\_\_\_\_

Example Number/Title	Cost
Total:	

**3. Limiting Value:** \_\_\_\_\_

Example Number/Title	Cost
Total:	

**Total Costs from the Limiting Values Audit:**

Limiting Value #1: _____	Total Cost: _____
Limiting Value #2: _____	Total Cost: _____
Limiting Value #3: _____	Total Cost: _____

Total: \$ \_\_\_\_\_