

Form improvement tool (FIT)

Take a form and ask these six questions; then use the results to start improving the form.

1. Is the **form** required by Law /Regulation/ Policy? → Yes → Verify to make sure

No

2. Is the **information** required? → No → Eliminate Form

Yes

3. Can the data for the form be captured electronically at the source? → Yes → Automate (such as, workflow)

No

4. Can it be combined with other info in multi-purpose form? → Yes → Combine

No

5. Can it be streamlined or simplified (such as, savable and fillable PDFs)? → Yes → Redesign to Streamline and Simplify

No

6. Can it be moved earlier in the process? → Yes → Move up in process