**Value Analysis – Template**

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| **1. Dissect the subject of the value analysis into its primary components or steps.** |
| **Components/steps** |
| 1. Click or tap here to enter text.  2. Click or tap here to enter text.  3. Click or tap here to enter text.  4. Click or tap here to enter text.  5. Click or tap here to enter text. |

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| **2. Subject each of the components or steps to questions, similar to those listed below, that have the purpose of improving value or identifying cost savings.**  **Does it contribute value?; Are its costs proportionate to its usefulness?; Does it have functions that can be divided into sub-functions?; Does it have all needed features?; Can it be eliminated?; Is there a substitute for it?; Is its original purpose still relevant?; Is it overcomplicated?; Can savings be achieved without a substantial reduction in its effectiveness?; and Have suggestions from users been sought?** | |
| **Component/step** | **Questioned** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

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| **3. Consider the answers obtained when questioning the components/steps to identify potential options for their improvement.** |