

BUSINESS PROCESS TEMPLATE (Sample)

Business Process

Office: [Name of the office]

Process Name: [Name of the process, and official abbreviation, if any]

Parent Business Activity/Process:

[Name of the parent business activity or process, if any]

Description:

[Briefly explain the purpose of the business process.]

Primary Product(s):

[List the primary product(s), and explain, if necessary. Identify the customer for each primary product.]

Trigger(s):

[List the event(s) that trigger the process. (Triggers can be a calendar date, as well as an actual event.)]

Sub processes:

[If the process is subdivided, list the sub processes here.]

Standard Path Events/Activities:

[List the important activities and/or events that occur as part of the standard path for this process. If any activity or event occurs in a specific sub process, identify the sub process that includes the activity/event. Note any locations where an alternative path breaks off from the standard path.]

Alternative Path Events/Activities:

[List the important activities and/or events that occur as part of the alternative path for this process, beginning with a note on where the alternative path breaks off from the standard path, and ending with a note on where the alternative path rejoins the standard path, if it does. If an activity or event occurs in a specific sub process, identify the sub process that includes the activity/event.]

Inputs:

[List the inputs to the process, and explain, if necessary. Identify the source of the input. If the input is specific to a sub process, identify the sub process.]

Secondary Products:

[List the byproducts, or minor outputs that result from the process. Identify the customer for each output. If the secondary product is specific to a sub process, identify the sub process.]

Participants:

[List the participants (actors) in the process, and explain their function briefly. If the participant is active only in a specific sub process, identify the sub process.]

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| Created by: first initial, lastname | Date: 8/11/2006 |
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| Approved by: first initial, lastname | Date: 8/11/2006 |