



Responsible Office: Enter office name here.
Contact: Enter job title.
Originally Issued:
Revised:

PROCESS NAME: Enter process name here.

SECTION I. PROCESS IDENTIFICATION INFORMATION

Office: Enter the name of the office here.

Process Name: Enter the name of the process here.

Description: Briefly explain the purpose of the process.

Trigger (s): List the event (s) that trigger the process. (triggers can be calendar date, receipt of a form, actual events.)

SECTION II. PROCESS STEPS

This section should describe a "how to" process. The process should reference policies, forms, and outline required action according to job function. Include screen shots, tables and/or other tools.

Process Steps

SECTION III. RELATED DOCUMENTS

List the names of related university/department internal and external documents that provide helpful, relevant information. (Attach file if readily available)

Documents
Place text here. Document name.

SECTION IV. RELATED POLICIES

List the names (if any) related system and/or university policy that trigger/provide helpful, relevant information.

University Documents
Place text here. Policy name and code/handbook location.

SECTION V. CONTACTS

The first item is usually "Policy clarification" which directs the reader to the Responsible Office. Other items relate to subject matter in the document about which the reader may have follow-up questions.

Subject Matter (alphabetical order)	Office Name (not the name of an individual)	Telephone Number	Email/URL

SECTION VI. ACRONYMS/COMMONLY USED TERMS (OPTIONAL)

Define acronyms/commonly used terms that have specialized meanings in the process.

Insert Term (alphabetical order)	Define.

SECTION VII. FORMS AND TOOLS/ONLINE PROCESSES (OPTIONAL)

Forms/Online Processes should be included with information on how to obtain any forms or perform any online processes.

SECTION VIII. APPENDIX (OPTIONAL)

Appendices are used for informational material that is helpful, but not directly related to the performing of the process.

Created by: first initial, lastname
Tested by: first initial, lastname
Approved by: first initial, lastname

Date:
Date:
Date:

DRAFT