

## Business Process Template

### Location:

Identify the Business Unit, Department or Region to which the process will apply.

### Process Name:

Identify the official name/abbreviation for the process.

### Parent Activity/Process:

Identify the parent business activity or process. If not, enter N/A.

### Description:

Briefly describe the main purpose of the process.

### Primary Product(s):

Identify the primary product(s) with a brief explanation for each. Identify who will use each primary product.

### Trigger(s):

Identify the event(s) that trigger the process. Note that triggers include events such as dates, human tasks, or external processes.

### Subprocesses:

When the main process is subdivided, identify each subprocess and provide a brief description.

### Standard Path Events/Activities:

Identify the activities and/or events that occur for the main process.

Identify an activity and/or events that occur in a specific subprocess.

Highlight where and/or how an alternative path breaks off from the standard path.

### Alternative Path Events/Activities:

Identify the activities and/or events that occur as part of the alternative path for this process; start where the alternative path breaks off from the standard path, and end with where it rejoins the standard path.

Identify every subprocess that includes an activity/event.

**Inputs:**

Identify the main inputs into the process, with a brief explanation for each.

Identify the source of the input.

Identify any subprocesses specific to the input.

**Secondary Products:**

Identify the byproducts that result from the process.

Identify its user.

Identify any subprocess specific to the secondary product.

**Participants:**

Identify the participants involved in the process, with a brief explanation of their function.

Identify any subprocess where the participant is active.

**Did you find this useful?**

You can learn more about this subject at: [www.klariti.com](http://www.klariti.com)