

Identify the Process

1. Describe the process as concisely as possible:

2. Agree a short name (about 5 words) for the process :

3. Itemise the process inputs, special resources and output(s):

	Inputs	Special Resources	Output(s)
a			
b			
c			
d			

4. Name of the process leader/process owner:

5. Name of the mapping steward:

6. Notes:

Identify the People

1. Are there any uncertainties over process ownership: (see footnote*) **YES / NO (encircle)**

2. If YES, state by whom they will be resolved, by when and on whose authority:

3. Identify the cast of characters within the process:

	Name	Location	Position/Job Title
a			
b			
c			
d			
e			
f			

4. Name of the mapping steward:

5. Identify process customer(s):

* Only proceed beyond (2) if answer to (1) is NO.

Define the Process Heterarchy

1. Name of process:

2. Name of parent process:

3. Identify downstream 'customer' processes :

	Customer Process Name	Reference	Revision
a			
b			
c			
d			
e			
f			

4. Identify critical upstream 'supplier' processes* :

	Supplier Process Name	Reference	Revision
a			
b			
c			
d			
e			
f			

* Critical upstream processes are those outside the host organisation's control.

Process Classification & Change

1. Name of System:

2. Number of Process Levels:

3. Process Classification :

	Level	Description	
a			
b			
c			
d			
e			
f			

4. Change Process Description :