

Business Process Documentation Template

Capture and document your business processes for consistency and efficiency.

1. Process Overview

- Process Name: _____
- Process Owner: _____
- Process Objective: _____
- Scope: _____

2. Process Steps

Describe the step-by-step breakdown of the process, including responsible parties and required inputs/outputs.

- Step 1: _____
- Step 2: _____
- Step 3: _____
- Additional Steps: _____

3. Inputs & Outputs

- Inputs: _____
- Outputs: _____

4. Roles & Responsibilities

Identify key roles involved in the process and their responsibilities.

- Role 1: _____
- Responsibilities: _____
- Role 2: _____
- Responsibilities: _____

5. Performance Metrics & KPIs

Define key performance indicators (KPIs) used to measure process success.

- Metric 1: _____
- Metric 2: _____

6. Risk Management & Compliance

Outline potential risks and compliance considerations.

- Potential Risks: _____

- Compliance Requirements: _____

7. Tools & Systems Used

List any software, tools, or systems that are essential for process execution.

- Tools/Systems: _____

8. Review & Continuous Improvement

Describe how the process will be reviewed, improved, and updated over time.

- Review Frequency: _____

- Feedback Mechanism: _____

This template is designed to provide a structured framework for documenting business processes to ensure consistency and efficiency.