Your logo here	**Process Name** Process Owner: Name Issue Date: September 21, 2019
PROCESS PURPOSE AND PRODUCTS *Why is it important that this process exists?*	•
CUSTOMERS AND REQUIREMENTS *The names of the people who receive the products/services of the process and their requirements.*	•

PROCESS STEPS *Outline timing and involved people of key steps.*	Key Steps	Frequency/Timing	Who
	•		
	•		
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TOOLS/TEMPLATES *Tools used to execute the process.*	•
MEASURES *What measures are used to know if the process is performing and that customer requirements are being met?*	•
ASSESSMENT OF SYSTEM PERFORMANCE *How is the process performing?*	•
IMPROVEMENT PLAN *What is the plan to improve the effectiveness of the process?*	•