

Business Process Template

A ready-to-use framework for creating clear, consistent documentation. Replace bracketed prompts with information specific to your organization.

Document Title	[Enter title]	Document ID	[ID-001]
Owner	[Name / Role]	Version	[1.0]
Effective Date	[Date]	Review Date	[Date]

01 - Process Information

[Enter process information information here.]

02 - Objective

[Enter objective information here.]

03 - Scope

[Enter scope information here.]

04 - Process Owner

[Enter process owner information here.]

05 - Inputs

[Enter inputs information here.]

06 - Roles

[Enter roles information here.]

07 - Workflow

[Enter workflow information here.]

08 - Detailed Steps

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

09 - Handoffs

Item	Details / Instructions	Owner / Status
[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

10 - Outputs

[Enter outputs information here.]

11 - KPIs

[Enter kpis information here.]

12 - Exceptions

[Enter exceptions information here.]

13 - Records

Item	Details / Instructions	Owner / Status
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[1]	[Enter details]	[Enter owner/status]
[2]	[Enter details]	[Enter owner/status]
[3]	[Enter details]	[Enter owner/status]

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