**Process Description**

|  |  |
| --- | --- |
| **Process****XXX-000** | **Title** (Unique name of the process)XXX is the three-letter process area identifier such as PMO, DEP, CLU where 000 is the sequential numbering of the processes identified for that group.  |
|  |  |
| **Objective:** | The objective of the procedure is stated. |
|  |  |
| **Responsible Group:** | The group or groups responsible for the procedure. |
|  |  |
| **Entrance Criteria:** | Criteria that must be satisfied before the activity can be initiated. |
|  |  |
| **Inputs:** | Work products (internal and external) that are used during the activity. Should be listed as deliverable item(s) versus a process description. |
|  |  |
| **Procedural Steps:** | Individual tasks to be accomplished during the activity. Tasks are atomic. In other words, they are not further decomposed into separate process definitions. If a procedure is described, the tasks are listed in sequential order. When possible, these should be listed in numerical order versus bulleted lists.  |
|  |  |
| **Review:** | The reviewers of the activity's work products. |
|  |  |
| **Approval:** | Individuals and positions that give approval to the activity's work products. |
|  |  |
| **Output:** | Work products (both internal and external) that are produced during the activity. Should be listed as deliverable item(s) versus a process description |
|  |  |
| **Output Recipients:** | Client and project staff to whom the activity's output work products are delivered |
|  |  |
| **Exit Criteria:** | Criteria that must be satisfied before the activity can be completed. In other words, exit criteria tell how to know when a process can end. |
|  |  |
| **Quality Indicator:** | Derived from the procedure objective. It is used to indicate whether the procedure is meeting its objective, and to quantify the "goodness" of its products. |
|  |  |
| **Comments:** | Guidance given for the tailoring of this particular activity.  |
|  |  |
| **Source of Activity:** | Reference to the requirement, project, executive request that warrants this activity.  |
|  |  |
| **Author:** | The name of the person writing this procedure. |
|  |  |
| **Revision History:** | **Version #** | **Summary of Changes** | **Date** |
|  | 0.1 |  |  |
|  |  |
| **Addendum:** | A section to attach any supporting documentation/diagrams needed to explain the process.  |