

Business Process Analysis Document

1. Document Information

Document Title	Business Process Analysis for [Client Name]
Version	v1.0
Date	[YYYY-MM-DD]
Author	[Consultant Name]

2. Purpose & Scope

[Briefly describe the purpose of the analysis, project objectives, and the scope of business processes reviewed.]

3. Stakeholders

Role	Name	Responsibilities
[Role]	[Name]	[Key responsibilities]
[Role]	[Name]	[Key responsibilities]

4. Current Process Overview

4.1 Process Description

[Describe the process being analyzed, including boundaries and key activities.]

4.2 Process Flow

- Step 1: [Description]
- Step 2: [Description]
- Step 3: [Description]

5. Issues & Challenges

- [Issue or challenge 1]
- [Issue or challenge 2]
- [Issue or challenge 3]

6. Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

7. Next Steps

1. [Action 1]
2. [Action 2]
3. [Action 3]

8. Appendix

[Include additional notes, diagrams, or references as necessary.]

[This document is a sample template and intended for consulting purposes.]