

# Business Process Mapping Example

## Consulting Project: Client Onboarding Process

### Process Steps Overview

1. Initial Client Contact
2. Requirements Gathering
3. Proposal Development
4. Contract Agreement
5. Project Kickoff

### Step Details

Step	Responsible	Input	Output
Initial Client Contact	Business Development	Client Inquiry	Intro Call Scheduled
Requirements Gathering	Consultant	Intro Call	Requirements Document
Proposal Development	Consultant / Manager	Requirements Document	Proposal
Contract Agreement	Legal / Sales	Proposal	Signed Contract
Project Kickoff	Project Manager	Signed Contract	Kickoff Meeting