

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 |