

Business Process Analysis Worksheet

General Information

Process Name:

Department/Team:

Process Owner:

Date:

Process Description

Brief summary of the process.

Process Steps

Step No.	Description	Responsible Role	Inputs	Outputs

Process Inputs & Outputs

Key Inputs:

Key Outputs:

Key Metrics

Metric Name	Description	Unit	Target

Issues & Opportunities

List known issues or improvement opportunities.

Notes

