

# 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

