Process Template

**Name of Procedure:** List the name of process being documented

**Date:** VERY IMPORTANT to change this every time the process is altered

**Person Responsible:** USE JOB TITLE

**Frequency:**

* When is the task to be carried out?
* What factors determine that you should be doing it?
* Is there a regular frequency when the actions are to be carried out?

**Process:**

1. List the specific actions which must be taken to complete the task.
2. Explain these actions in detail.
3. Be sure to include every step necessary.

**Scripting:**

* If there is scripting required to complete this task add it here or attach the scripting (i.e., for longer scripts).

**Resources:**

* Letters, Forms and Resources directly related to this task
* Contact information for individuals, departments other companies related to this process
* Website links to access necessary information related to this process
* Identify where any other resources related to this task are located physically in the office or electronically (desk drawer, specific computer, shared directory file location, etc.)