



# **COMPANY PROCESS TEMPLATE**

## **PROCESS NAME**

*What is the name to describe the process?*

## **OBJECTIVES**

*What do we want to achieve?*

## **RESPONSIBILITIES**

*Who is responsible (Job Title)?*

*What are the boundaries/delegation limits?*

## **KEY PERFORMANCE INDICATORS**

*How will we know that the process is working properly?*

## **SUPPORTING DOCUMENTATION**

*Are their standard forms, letters or checklists associated with this process?*

## **PROCESS**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8