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<th><strong>Document Title:</strong></th>
<th><strong>Business Process Creation</strong></th>
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**Referenced Document(s):** This section is for all documents listed within the body of this document. It is imperative to a well functioning system that references to required forms, work instructions, or other business processes are made.
### Revision History:

<table>
<thead>
<tr>
<th>Rev.</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>A</td>
<td>Initial Release</td>
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I. Purpose

The purpose is to document the basic guidelines of creating a Business Process Document for the Company Name Business Management System.

II. Scope

The process is applicable to all Company Name Staff.

III. Responsibility

Initiator – is responsible for conveying the Task requirements.

Responsible Party – is responsible for each process steps completion.

IV. Definitions

Decision Point – is the point in a given process where a choice must be made.

Process Step – is a unique concept that identifies a set of actions, for example, assemble target or QA components.

Dominant Path – is a process step that is usually chosen as the outcome of a decision point.

Subordinate Path – is a process step that is usually not chosen the outcome of a decision point.

Initiating Reason – is the reason for which the process is being used.

Process Closed – is the indication that the process has been properly completed. This box is essentially a placeholder.
**Business Process Length** – best practice is for all Business process to be concise and to be no longer than ten Process Steps. A fifteen steps process becomes very hard to use. If a process needs more than ten steps maybe it is a Work Instruction, where the identified Decision Point can be resolved.

**Business Process** – any set of repeatable steps that has at least one Decision Point.

**Work Instruction** – any set of repeatable steps that can be followed consistently and without the need for a Decision Point.

V.
A.A  The Initiating Reason for a Process Document

The flowchart object to every initiation point is rounded for the sake of convention across all processes in your business management system. The functional reason for this item is to identify the start point and the person responsible for opening the process for use. It is not numerically labeled as a functional part of the process. It is labeled in this process just for the sake of training discussion. It is simply the reason for the processes use.

1.0  Process Step/Verbal Description

Much like the Initiation point, the process step flowchart object is the basic squared off object for the sake of convention. A Process Step box is the box where a unique concept that identifies a set of actions is defined. Each Process Step must be numerically labeled in order to key into the verbal explanation easily. Again to ensure consistancy across the business management system, this organizational element must be used for each creating a Business Process Document. The verbal description is the supporting text used to fully define the process step. The verbal description must also fully assign the requirements of the Responsible Party for each Process Step.

2.0  Process Step leading to a Decision Point

Process Steps that lead to a Decision Point have a couple of special considerations. This Process Step is the statement that a decision must be made and is a segway to the option paths of your decision. Your option path flowchart object should be diamond shaped. Your option paths also have functional considerations. The path most taken is the dominant path and should continue across the flowchart horizontally. The path less traveled, or the subordinate path, should always flow down the flowchart. The yes or no decision type should not influence your choice for what is the dominant path. That’s to say if the dominant path is a decision point with a “No” answer, then chart it accordingly.

2.1  If the dominant path is answered “yes or no”, skip to Step 3.0.
2.2  If the subordinate path is answered “yes or no”, proceed to Step 4.0.
3.0 Dominant Path Process Step

The Dominant Path Process Step is the choice that is the typically chosen outcome for a decision point. The flowchart numerical labeling should follow the dominant path.

4.0 Subordinate Path Process Step

The Subordinate Path Process Step again is the less chosen outcome for a decision point. The flowchart numerical labeling for the subordinate path has several rules that depend on the routing of the subordinate back into the mainstream of the flowchart. None of these rules is used more often that the others, simply pick the rule that fits.

1.) Completion of the Subordinate Path Process Step feeds back into mainstream process immediately.
2.) Completion of the Subordinate Path Process Step feeds back into mainstream process several steps before or after the Decision Point.
Process Step leading to a decision point. (state the reason)
Responsible Party

3.0

Decision Point

Yes or No

3.1

3.2

Dominant Path Process Step from decision point.
Responsible Party

4.0

Process Step (Form or Sub-Process Reference)
Responsible Party

5.0

Subordinate Path Process Step from decision point
Responsible Party

6.0

Subordinate Return Routing: Outside Steps
3.) Completion of the Subordinate Path Process Step at the end of the process.

![Subordinate Return Routing: End of Process Diagram]

a)

5.0 **Form, Work Instruction, or Alternate Process Reference**

It is very common for a process to refer to other business process documents such as Forms, Work Instructions, or an Alternate Process. This business process document must be fully defined in the body of the text, and must be annotated in the flowchart.

**Z.Z. Process Closed Step**

Like the Initiation Step, the Closing Step does not have a numeric label. Unlike the Initiation Step the Closing Step simply terminates the process. The Closing Step may terminate the process by:
- Basic termination, no further action required.
- Referring the user to a previous Process Step.
- Referring the user to another Business Management System Process Document.