**<${TEXT, “Project Name”}>**

**Process Specification**

Version <${TEXT, “Document Version”}>

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Version | Description | Author |
| <MM/DD/YYYY> | <version> | <description> | <author> |
|  |  |  |  |
|  |  |  |  |

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# Introduction

<Introduction of this Process Specification. What will be covered in this document? What is the aim of this document? What are the main focuses? >

## Purpose

<Purpose of this document. Do you write this document to describe the as-is process? Do you write this document as part of the system development planning? Do you expect the end user will gain a better understanding of the process by reading this document? Do others like system designer and developer to gain understanding of the process by reading this document?>

## Scope

<Scope of this document. What parties or systems will be mentioned or focused? Will you describe the company that hire your team? Will you talk about the stakeholders, the existing process and computer system in-use?>

## Definition, Acronyms and Abbreviations

<Collection of terms to be used in this document, with their definition. For example, you may want to describe the word RACI that appears in your hardware requirement section>

|  |  |
| --- | --- |
| Term | Definition |
|  |  |

## References

<A list of reference material used by this document.>

# Process Map

${DIAGRAM, “Process Map Diagrams”, “ProcessMapDiagram”, LoopInProject, “Basic”}

## Processes

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Process”, PMProcess, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

## Sends

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Send”, PMSend, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

## Receives

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Receive”, PMReceive, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

# Process Diagram

${DIAGRAM, “Business Process Diagrams”, “BusinessProcessDiagram”, LoopInProject, “Basic”}

## Tasks

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Tasks”, BPTask, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

## Sub-Processes

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Sub-Processes”, BPSubProcess, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

# Roles and Responsibilities

<Description of roles and responsibilities associated with the processes>

## Pools

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Pools”, BPPool, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

## Lanes

|  |  |
| --- | --- |
| Name | Description |
| ${ELEMENT, “Lanes”, BPLane, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

# Business Rules

|  |  |  |
| --- | --- | --- |
| ID | Name | Rule |
| ${ELEMENT, “Business Rules”, BusinessRule, LoopInProject, PROPERTY=userID} | ${PROPERTY, name} | ${PROPERTY, ruleText} |

# Decision Tables

${DIAGRAM, “Decision Tables”, DTBDecisionTableEditorDiagram, LoopInProject, Decision Table}

# Glossary

|  |  |
| --- | --- |
| Term | Definition |
| ${ELEMENT, “Glossary”, Glossary, LoopInProject, PROPERTY=name} | ${PROPERTY, description} |

# Appendices