**Process Breakdown**

**Content**

* What content does the app deliver?
* How does the app currently aggregate the content?
* What’s the expected efficiency and accuracy to stay ahead of the competition?
* What is meant by the term ‘tidied’ within the content delivery?
* How is the data currently being stored?

**Registration**

* What details will the user be asked to provide during registration?
* How are the user’s registration details being stored?
* It states users receive their content at the intervals detailed at registration. When do these intervals take place?

**Reporting**

* How are the user’s data actions recorded?
* It states emails delivery failures have not been recorded in the past – is this something you would like to implement? If so, how?
* What is contained within the daily collated report PDF?

**Current Process**

**Manual Process**

* Please could you give a brief yet detailed description of the company’s current process workflow?
* Please specify the departments/people involved and the time it takes these departments to do the manual process.
  + This will help when creating the automated process as I am able to see the structure the process currently takes as well as its efficiency.