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# CONTROL OF REVISIONS

*A table used to control the revisions of the document. Always keep updated.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Version*** | ***Date Issued*** | ***Description*** | ***Author*** |

# OVERVIEW

*A brief explanation of the process without too much details but with enough to overview it.*

## PROCESS VOLUME

*A table that contains the process’s volumetry in three characteristics: Volume/Year, Manual Handling Time (min) and Exception Level.*

|  |  |
| --- | --- |
| **Description** | **Value** |
| Volume / Year | - |
| Manual Handling Time (min) | - |
| Exception Level | - |

## OPERATION PREMISES

*Define premises to the execution of the process, for example:  
 - The time that the execution starts  
 - How much time it needs to execute completely*

*- The days of the week that the process will execute  
 - The systems/softwares that must be accessible.*

## TARGET SYSTEM

*A table that contains the systems which will be used in the process. Make sure to input important (but not sensitive) information in the “Description” column.*

|  |  |  |
| --- | --- | --- |
| **System** | **Description** | **Version** |

## SYSTEMS CREDENTIALS

*A table that contains the credentials names (stored in assets).*

|  |  |
| --- | --- |
| **System** | **Credential** |

# PROCESS DIAGRAMS

*Contains the process’s diagrams, for example: main process diagram, sub-process diagrams, etc.*

# PROCESS DETAILS

*This field is dedicated to display all the steps of the process with images (if possible) and a brief explanation of what is done in each step. There is no need to create an subtopic to each step, but all the actions need to be clear.*

# BUSINESS RESTRICTION

*Define what, in the business rule, is mandatory to the process’s execution.*

# BUSINESS EXCLUSION

*Defines everything that is not in the business scope of the project.*