**August 2, 2023**

Process Description

Outline

1. Introduction

* You should define the general process in a single sentence.
* State the scope & purpose of the process

Ex: This document describes the process in general terms in order to demonstrate the necessity for increased government regulation in sensitive areas.

1. Brief Description

* As part of a brief description, answer the question:

1. Who or what performs the action?
2. What local conditions might affect each step?
3. Step by step description

* For each step, write a short process description
* Define each step
* State its purpose (or function within process)
* Include brief mechanism descriptions for any components
* 5 steps, 5 paragraphs

1. Conclusion

* Review major steps
* Emphasize how the completion of each stage

Ex: This article cites recent students by Smith to assist EPA officials with their efforts to determine … (purpose)