**Template for Process Definition**

1. Description of the process (Graphics and screenshots would help)
2. What is the expected outcome from the user/client point of view
3. Description of the Process workflows
4. Detailed description of each activity
5. Description of DynaForms (Web Forms)
6. Description of Input Documents
7. Description of Output Documents
8. Are there any triggers? (customized php code)
9. JavaScript ( control on forms)
10. Alerts and notifications
11. Integration with other systems
12. What Reports are needed
13. Detailed description of Sub Processes (If any)