**BUSINESS PROCESS AND REQUIREMENTS ANALYSIS**

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| **Specific Function: Orientation** |  |

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| **[A] PROCESSES** | | | | | **[B] REQUIREMENTS** | | | | **[10] Remarks** |
| **[1]** | **[2]** | **[3]** | **[4]** | **[5]** | **[6]** | **[7]** | **[8]** | **[9]** |
| **No.** | **Task** | **Responsible Person** | **Time Frame** | **Output** | **Policy** | **Application** | **Material/Infra** | **Competency/**  **Skills** |
| 1 | Creation of activity proposal for the conduct of orientation. | PSB-SFP Focal person | May-June | Draft activity proposal | AO 04 s 2016 | Powerpoint, MS word | Laptop,projector, |  |  |
| 2 | Review/ approval of activity proposal | ComBased Division Chief, ABD, BD | 1 week | Approved activity proposal | AO 04 s 2016 | MS Word | Laptop/ desktop |  |  |
| 3 | Forward activity proposal to FMS for Fund Allocation | FMS | 1 week | Sub-alloted to FOs | AO 04 s 2016 | MS Word | Laptop/ desktop |  |  |
| 4 | Approval of the activity proposal by the Cluster Head | Cluster Head | 1 week | Approved activity proposal | AO 04 s 2016 | MS Word | Laptop/ desktop |  |  |
| 5 | Preparation for the conduct of the activity | PSB-SFP | 1 month | Memorandum to FOs, invitation, training materials/ presentations |  | Powerpoint, MS word | Laptop/ training materials |  |  |
| 6 | Conduct of the activity | PSB-SFP/FOs | 3 days | Consolidated issues and concern |  | MS Word | Laptop |  |  |
| 7 | Preparation of executive summary | PSB-SFP Focal | 5 days after the conduct of the activity | Executive summary |  | -do- | -do- |  |  |
| 8 | Submitted executive summary to Division chief for review/ comment or inputs. | -do- | -do- | Initial by division chief |  | -do- | -do |  |  |
| 9 | Submitted executive summary to BD/ Cluster Head | PSB- BD/ Cluster Head | 3 days | Approved executive summary |  | -do- | -do- |  |  |
| **Fill-up instructions for [A] Processes:**  [1] Indicate the sequential number assigned to the task to emphasize procedure.  [2] Indicate the detailed description of the task/action performed by the responsible person.  [3] Indicate the full name and position of the responsible person who performs the task.  [4] Indicate the actual or average time consumed to complete the task/action.  [5] Indicate the detailed description of the product or result attained after completing the task. | | | | | **Fill-up Instructions for [B] Requirements:**  [6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations.  [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application.  [8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services.  [9] Indicate the knowledge, skills and attitude that the responsible person must possess to effectively perform the task and/or additional KAS that must be acquired by the responsible person.  [10] To be filled by the analyst to indicate action or additional information needed. | | | | |