

Determining subprograms for each program

Process name	Sample	Sub processes names
1.0 Analyze the request	<pre> graph TD A[Analyze the request 1.0] --> B[Analyze the employee history 1.1] A --> C[Check the department need for trainees 1.2] </pre>	<p>1.1 analyze the employee history</p> <p>1.2 Check the department need for trainees</p>
2.0 Share a poster with details	<pre> graph TD A[Share a poster with details 2.0] --> B[Collect the requirements from the employee 2.1] A --> C[Design the poster template 2.2] A --> D[Share the poster on LinkedIn and ITG's website 2.3] </pre>	<p>2.1 Collect the requirements from the employee</p> <p>2.2 Design the poster template</p> <p>2.3 Share the poster on LinkedIn and ITG's website</p>
3.0 Analyze the received info	<pre> graph TD A[Analyze the received info 3.0] --> B[Store all received info 3.1] A --> C[Check if they satisfy the employee's requirements 3.2] A --> D[Create a list with all accepted names 3.3] </pre>	<p>3.1 Store all received info</p> <p>3.2 Check if they satisfy the employee's requirements</p> <p>3.3 Create a list with all accepted names</p>

4.0 Contact with the accepted candidates	<p>Contact with the accepted candidates 4.0</p> <pre> graph TD 4.0[Contact with the accepted candidates 4.0] --> 4.1[Felicitate the candidates and give some information via mobile phone 4.1] 4.0 --> 4.2[Schedule the interview's time and date 4.2] </pre>	<p>4.1 Felicitate the candidates and give some information via mobile phone</p> <p>4.2 Schedule the interview's time and date</p>
5.0 Apologize to unaccepted applicants	<p>—</p>	<p>—</p>
6.0 Interview the candidates	<p>Interview the candidates 6.0</p> <pre> graph TD 6.0[Interview the candidates 6.0] --> 6.1[Check the candidates behavior 6.1] 6.0 --> 6.2[Check if the candidate satisfy the requirements 6.2] </pre>	<p>6.1 Check the candidates behavior</p> <p>6.2 Check if the candidate satisfy the requirements</p>
7.0 Begin the training	<p>—</p>	<p>—</p>