Outline Process Flow Steps Checklist

1. Identify Sub-Components:

- Determine the sub-components within the software system that require process flow documentation.

- Break down the system into smaller functional units or modules.

2. Outline the Purpose:

- Define the purpose or objective of each sub-component.

- Identify the specific functionality it provides within the system.

3. Identify Input and Output:

- Determine the inputs required by the sub-component.

- Identify the outputs or results produced by the sub-component.

4. Document High-Level Steps:

- List the high-level steps or actions performed by the sub-component.

- Capture the sequence and order of these steps.

5. Define Detailed Steps:

- Break down each high-level step into more granular, detailed steps.

- Document the specific actions, algorithms, or logic performed at each step.

6. Specify Data Flow:

- Identify how data flows into and out of the sub-component.

- Document the data transformations or manipulations that occur within the sub-component.

7. Document Dependencies:

- Identify any dependencies on external components or services.

- Document the interactions or dependencies between the sub-component and external entities.

8. Include Decision Points:

- Identify decision points within the process flow of the sub-component.

- Document the conditions or criteria that trigger decision-making.

9. Describe Error Handling:

- Document how the sub-component handles errors, exceptions, or edge cases.

- Specify error handling mechanisms, error messages, and fallback behaviors.

10. Consider Performance Considerations:

- Identify any performance considerations or optimizations specific to the sub-component.

- Document any caching mechanisms, data indexing, or performance-related decisions.

11. Include Relevant Interfaces or APIs:

- Identify any interfaces or APIs used by the sub-component.

- Document how the sub-component interacts with these interfaces or APIs.

12. Review and Validate:

- Review the process flow documentation for accuracy and clarity.

- Validate it against the functionality and requirements of the sub-component.

13. Update and Maintain:

- Update the process flow documentation as changes or updates occur in the sub-component.

- Maintain the documentation to reflect the current state of the sub-component.

Remember, the level of detail and the specific items in the checklist may vary depending on the complexity and requirements of your sub-components. Customize the checklist to suit your specific needs and adapt it as necessary.