Process Documentation Template:

Item	Description
Process Title	Defines process name, such as Software Inspection Process
Process #	Process Number for Software Configuration management
Date	Creation or Last Modification Date
Created/Modified By	Person/Group/ Department Name
Definitions	Defines all the special concepts and roles in the process
Rationale	Identifies the "what" part of the process definition. What is this process for? You need to state only the ultimate reason for the process to exist
Roles & How	Identifies the "who" and the "how" of the process definition, such the process participants and their responsibilities. This section identifies also the following / process steps
	1. Known inputs to the process (the things required to start the process step or the entire process.
	2. Known outputs to the process (the product of the process step or the process)
	3. Known steps in the process of sub-steps of each single step of the process
When	Identifies the "when" part of the process. This section answer the following question: "When is the process should be applied?"
Regulations	Cost
Checklists	(Optional) Define guidelines for applying the process
Forms	Identifies and documents the process findings and collects data for process measurement.
Notes	Lists problems encountered and participants' suggestions

Figure 13.8: Process Documentation Template [1]

Reference:
M.E. Fayad and M. Laitinen "Transition to Object-Oriented Software Development." New York: **John Wiley & Sons, August 1998,** ISBN# 0-471-24529-1