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| **Project Title:** | **Date Prepared:** |

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| **[Process Description](#Process_Description" \o "Describe the process including the purpose and steps involved in the process. Include any relevant information about the process that will aid in providing understanding about the process....)** |
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| **Process Boundaries** |
| [Process Starting Point](#Process_Starting_Point" \o "Document the beginning point of the process. In the fictional example, the starting point is project initiation submission.......) | [Process Ending Point](#Process_Ending_Point" \o "Document the end point of the process. In the fictional example, the ending point is the assignment of the project man-ager.....) |
| [Inputs](#Inputs" \o "List the elements required for the process to function. In the fictional example, inputs include:...........) | [Outputs](#Outputs" \o "List the results from the process. In the fictional example, outputs include:.........) |

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| **Stakeholders** |
| **[Process Owner](#Process_Owner" \o "Identify the entity responsible for the maintenance and success of the process. In the fictional example, the process owner is the PMO..........)** |
| **[Other Stakeholders](#Other_Stakeholders" \o "List the stakeholders for the process. Stakeholders can be end users, maintenance and operations, or machines and equipment. In the fictional example, the stakeholders.......)** |
| **Process Metrics** |
| **[Metric](#Metric" \o "Document the measurements and control limits involved in the process.  This can include time, number of steps or hand-offs, current errors, etc. The metrics in this section represent the current process, not the improved process.  This is sometimes........)** | **[Control Limit](#Control_Limit" \o "Document the measurements and control limits involved in the process.  This can include time, number of steps or hand-offs, current errors, etc. The metrics in this section represent the current process, not the improved process.  This is sometimes........)** |
| **1.** | **1.** |
| **2.** | **2.** |
| **3.** | **3.** |
| **4.** | **4.** |
| **5.** | **5.** |

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| **[Targets for Improvement](#Targets_for_Improvement" \o "An explicit statement of the aspect of the process targeted for improvement and the intended metrics. This is sometimes called the \“to-be\” process. In the fictional example, the targets for improvement are...........)** |
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| **[Process Improvement Approach](#Process_Improvement_Approach" \o "A description of the skills, processes, approaches, tools, and techniques that will be applied to improve the process. In the fictional example, the approach is:............. )** |
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Attach a process flowchart of the current and the intended future processes.