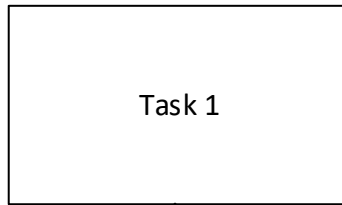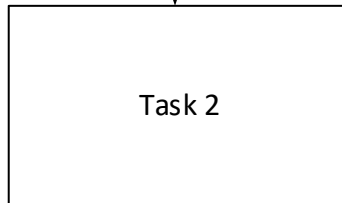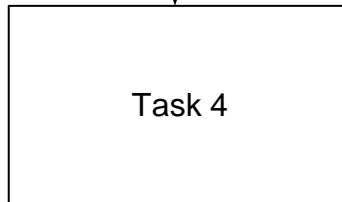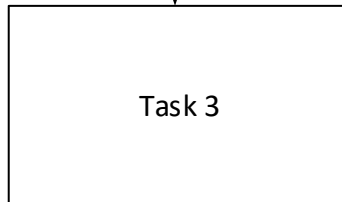# Process P01

Inputs

A process is a series or set of sequential activities that interact to produce a result; it may occur once-only or be recurrent or periodic.
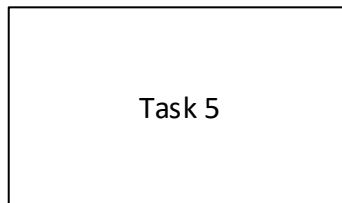
Task, Activity, Procedure, Instruction, Guide, etc

Task 1

↓

Task 2

A procedure is a document that instructs workers on executing an activity in a business process. It describes the sequence of steps, and specifies for each step what needs to be done, often including when the procedure should be executed and by whom.

↓

Task 3

↓

Task 4

A degree of inspection is required to ensure that key tasks and the process outputs meet set standards.

↓

Task 5

Outputs

Process Mapping and Process Modelling are not the same thing!