

Title:

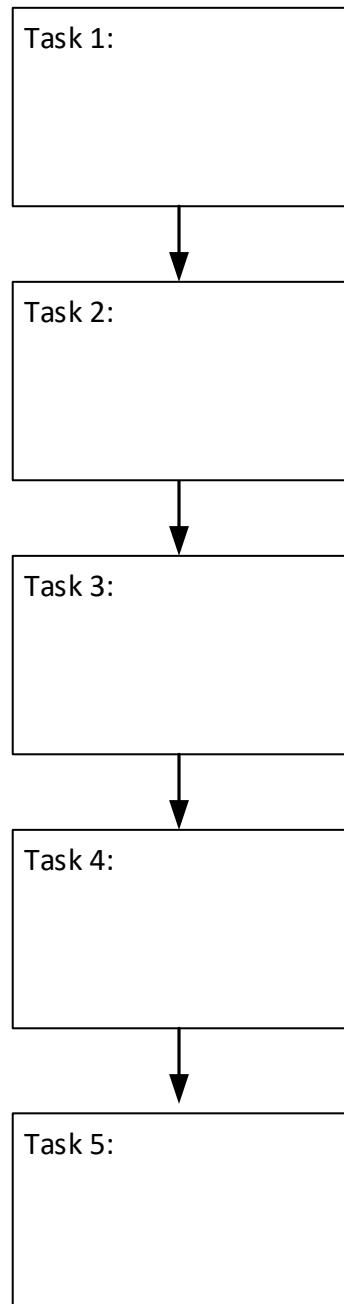
Owner:

Outline of Task:

Inputs

People:

Process/Procedure



Outputs

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.

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.