Business Process Map Checklist
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BUSINESS PROCESS MAP CHECK LIST	YES	NO
The goal of the current process: Does the process map capture a clear and unique process goal? *More than one goal in the process map may suggest having documented more than one current business process. If this the case, try to isolate each process goal in its own process map.*		
Alignment between the stated goal and the content: Is there alignment between the stated process goal and the content of the process map? *Any misalignment would require restating the goal or aligning the process map to the goal.*		
The start of the current business process: Does the process map have a start event visually indicating where the process starts? Avoid multiple start events or no start event.		
Relevant tasks: Does the process map capture relevant tasks required to complete the goal of the process? Avoid irrelevant tasks - tasks not aligned to the goal of the process.		
Alternate and exception paths: Are all the paths captured in the process map? Ensure all alternate and exception paths are captured with enough details.		
Paths from decision boxes: Do all decision boxes in the process map have at least two different paths? Avoid missing paths from decision box		
Labels for paths from decision boxes: Do all the paths from the decision boxes in the process map have the appropriate label? Have clear labels for all the paths coming from decision boxes.		
Cross-functional interactions: Are all cross-functional interactions identified and completed in the process map? Interactions between different roles in a cross-functional process (process map with swim lanes) should be captured fully. Some of these interactions may trigger other processes while others may involve "back and forth" between two or more roles involved in the process.		
The end of the current business process: Does the process map have end event(s) visually indicating where each of the process flows end? Avoid missing end events.		
All process triggers: Are the different process triggers handled? Identify all potential process triggers and ensure the process map is documented in a way to handle all the process triggers.		
Level of details: Is there consistency in the level of detail captured in the different flows and activities of the process map? *Consider using sub-processes if a flow or an activity within the process map requires deeper understanding or if the process map is too large.*		