

Business Process Narrative Checklist

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PROCESS NARRATIVE ELEMENTS	YES	NO
Name of the current business process: This should be driven from <i>the</i> current business process goal.		
Process description: This is a short description of the current business process.		
Process goal: The value/deliverable the current business process is delivering upon its successful execution.		
Current business process triggers: This is what kicks off the current business process.		
Precondition: These are dependencies that must be met before starting the current business process.		
Narrative of each current business process step: This is a detailed description of each process step that provides additional information such as business rules.		
Other process narrative elements (to be used as needed)		
Primary role: This is the main role executing the current business process.		
Process Service Level Agreements (SLAs): These are the service level agreements that the current business process must meet.		
Process Key Performance Indicators (KPIs): These are the key process metrics used to measure and report on current business process performance.		