

2 Process <Name>

Describe the process by completing the table below

Process ID	<BP-#####>
Version	<Identify the version number.>
Process Name	<Enter the formal name of the Business Process>
Author(s)	<Name of Author(s)>
Created On	<DD/MM/YYYY> <Date when the document was originally created
Description	<Describe the business process> e.g. The Complaints process describes how to manage customer complaints, for example, customer complaints about malfunctioning products
Goal	<Describe the goal of the business process, for example, what it is intended to achieve and why it is necessary to capture this information. Outline what is achieved by following this process.> For example: Sarbanes Oxley Compliance Process <ol style="list-style-type: none"> 1. To ensure that internal operations relating to Section 404 meets the SEC compliance guidelines. 2. To ensure that partner's operations relating to Section 404 meets the SEC compliance guidelines. 3. To ensure that our operational activities relating to Section 404 meets the SEC compliance guidelines.
Assumptions	<Outline the assumptions behind this process. In other words, what assumptions does the process audience have in relation to this process - and how does the process support those assumptions.> For example: Underlying Principles: Sarbanes Oxley Compliance Process <ol style="list-style-type: none"> 1. The process, which ensures that the organization is in compliance with the Sarbanes Oxley Act, and be accepted by the auditors.

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S Ben Porath



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