



# PROCESS DOCUMENTATION

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## Process Documentation Template

**Description:** Add a one-liner to describe the process you're documenting.

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**Last Updated:** March 1, 2019

### Overview:

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#### Summary:

Describe the business process that is being documented in more detail. Help the reader(s) understand what the business process document will be covering in detail.

#### Purpose:

Describe the ideal outcome from following this process.

#### Roles/Actors Involved:

- Royce Collins; Manager
- Mary Chen; Associate
- Jerry Smith; Associate

# Process Documentation Template

**S Nieto**



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