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| Process & Value Stream Mapping Made Simple |

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| **Process:** | **[Name or Description of Process]** |
| **Process Owner and SMEs:** | **[Name of Process Owner] (Process Owner), [Name of SME One] (SME), [Name of SME Two] (SME)** |
| **Last updated: Sunday, 21 July 2024** |  |

This tool provides a template for you to record each stage of a process broken down by “*Goals*”, “*Steps*” and “*Variables*”. Appendices are also included to outline any part of the “Goals”, “Steps” and “Variables” that it is not possible to put succinctly into the space made available in the flow of the document.

A “Step” is one of the actions that must be completed in order progress to the next step in the process.

A “Goal” is a description of what a series of steps is trying to achieve. For example, writing a letter in word document, saving and printing may be considered “steps” in the “goal” of creating a letter.

The “Variables” will be frequently occurring parts of the process which may affect your decision.

Its important to note that no Process Map or Value Stream Map can cover every variable or instance of a process, but it is designed to cover the 80% of cases that any one processer is likely to encounter within a typical period of processing. If an existing process is not possible to design a guide for 80% of the instances of that process then they should be separated into distinct processes.

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| **Goal:**  [description of what the next few steps are trying to achieve and why] | **Step:** [description of what to click/ type or action to proceed to the next step] |  |
| **Variables**: [description of what to do under specific conditions] |  |

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| Appendices |

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| Appendix one |

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| Appendix Two |

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