**BUSINESS PROCESS MAPPING TEMPLATE**

Use this template to clearly map out your core business processes. This will help standardize tasks, train staff faster, and reduce errors. Each process should be broken into detailed steps, with responsible parties and expected outcomes.

**1. Process Overview**

|  |  |
| --- | --- |
| Process Name: |  |
| Department/Team: |  |

**2. Process Steps**

|  |  |  |  |
| --- | --- | --- | --- |
| Step No. | Description of Step | Responsible Person | Expected Outcome |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**3. Resources Needed**

List all tools, software, manpower, or materials required to execute this process.

**4. Notes & Potential Bottlenecks**

Mention any areas in the process where delays or issues are likely to occur, and ideas for resolving them.