

Appendix B: Process Inventory Template

Use this template to list every recurring process your company runs, one row each, as Chapter 3 describes. It extends Table 3.1 with volume and exceptions, and you should revisit it at each quarterly review.

A **process** is recurring work with a trigger and an outcome someone would miss. Aim for at least twenty rows. Use the same row number in both parts.

Part 1: What you run and who owns it

Table 1: Process Inventory, Part 1.

#	Process	Owner (or “unowned”)	Trigger	Finished outcome	Systems touched
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

#	Process	Owner (or “unowned”)	Trigger	Finished outcome	Systems touched
19					
20					

Part 2: Volume, hours, and exceptions

Table 2: Process Inventory, Part 2.

#	Volume per month	Minutes each (normal / bad day)	Estimated hours per month	Exceptions and rework	Marks (U, S, D)	Map attached?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

