Template 29 : Business Process Analysis

Business Process Analysis Document			
Audit Client		WP Ref.	
Process		Prepared By	
Quarter End		Date	

Process Description

[Insert process description which should be a detailed one.

Obtain organisation chart, roles and responsibilities etc. Attach any other supporting documents]

Process Objectives	Critical Success Factors	Key Performance Indicators
[Process Objective A]	[CFS 1] Where applicable. Further, the business process model can be referred. [CFS 2] [CFS 3]	[KPI A] Where applicable. Further, the business process model can be referred. [KPI B]
[Process Objective B]	[CFS 2] [CFS 4] [CFS 5]	[KPI C] [KPI D]
[Process Objective …]	[CFS 2] [CFS 3] [CFS 5]	[KPI A] [KPI D]

Inputs, Activities & Outputs

[Insert inputs, activities, outputs]

Computer information systems

[CIS 1]

[CIS 2]

[CIS 3]