Template 21: 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 – Obtained from Laws, Regulations, Strategic plan, Policies and procedures]

Obtain the entity work flow chart, roles and responsibilities. Attach any other supporting documents]

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

Inputs, Activities & Outputs
[Insert inputs, activities, outputs]

Information systems
[IS 1]

[IS 2]

[IS 3]