



# ***Business Process Design***

Vision 2015 Programme

***x.x Process title***

Prepared by	
Prepared for	
Date	
Version	
Status	

# Document control

## Document History

Issue Date	Author	Version	Changes
		0.01	Initial Draft

## Document Review

Name	Role	Review status

## Approvers

Name	Role

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# 1. Introduction

## 1.1. Document purpose

The purpose of this document is to provide a description of xxx  
these processes relate to the following documents ;

Capability specification XX

Process Design doc XXX

## 1.2. Scope

The scope of this document covers the following-processes...

## 1.3. Intended Audience

Description of audience and their use of this document...

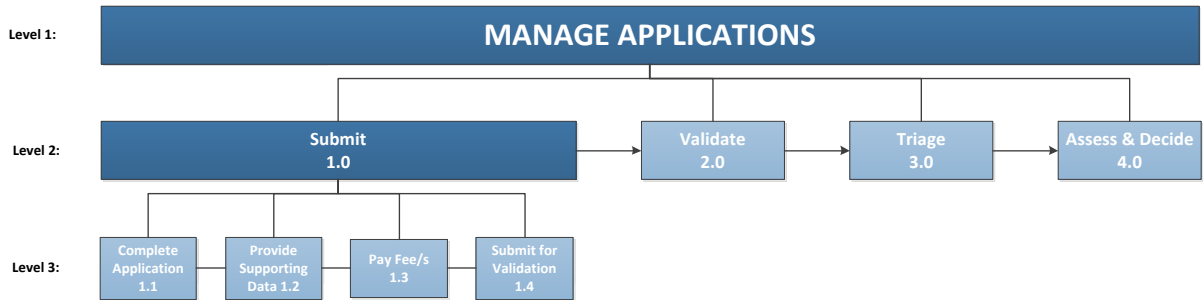
## 1.4. Glossary of terms

The following is a list of general terms used in the business processes documented within this document.

Term	Description

## 1.5. Process hierarchy

The processes described in this document are located in the process hierarchy as illustrated below:



L3 Ref	Level 3 Process	L4 Ref	Level 4 Process
x.x.x	Submit application	x.x.x.1	Locate application
		x.x.x.2	Populate application
		x.x.x.3	Collate supporting evidence
		x.x.x.4	Submit provider application

## 1.6. Dependant or Related Processes

The following processes are dependant/related to the processes described here.

## 2. [Level 4 processes]

### 2.1. Brief description

This process is used by x to do y...

### 2.2. Process Roles

The following table describes the roles in the following processes:

Role	Description

### 2.3. Process Goals

The goal of this process is to....

### 2.4. Inputs

Describe the inputs

### 2.5. Process Map

Insert model

### 2.6. Description of process steps

the following table describes the activities and sub processes involved in this business process

Name	Description

### 2.6.1. *Sub processes*

Describe any sub processes

### 2.7. *Outputs*

Describe the outputs of the process

### 2.8. *Supporting technology*

The following systems/tools are used in the process:

System/Tool	Notes

### 2.9. *Business rules*

The following business rules apply to this process:

Business Rule	Detail	Process map reference(s)

### 2.10. *Audit and reporting requirements*

Describe reporting and performance indicator requirements

# *Appendix A*