

CONTEXT [← name of process or procedure] {red stuff needs changing}
 SITE PLAN [← name of the subcategory]
 Standards/Unique Methods/PRE-DESIGN [← path/name of deliverable or document]

<input type="checkbox"/> STEP 1	<input type="checkbox"/> STEP 2	<input type="checkbox"/> STEP 3
DESCRIPTIVE NAME		
Description of what to do		
WHO: person or name of role	WHO:	WHO:

<input type="checkbox"/> STEP 4	<input type="checkbox"/> STEP 5	<input type="checkbox"/> STEP 6
WHO:	WHO:	WHO:

<input type="checkbox"/> STEP 7	<input type="checkbox"/> STEP 8	<input type="checkbox"/> STEP 9
WHO:		

<input type="checkbox"/> STEP 10	<input type="checkbox"/> STEP 11	<input type="checkbox"/> STEP 12
WHO:	WHO:	WHO:

PENDING IMPROVEMENTS:

Add or delete steps as needed to completely describe how the process works – who does what, then what happens, etc. Name each step. Use hyperlinks to needed documents if appropriate. State who does it – either by name or by position (e.g. PM). Try to keep to one page if possible, but clarity is more important than brevity.