# Process Scoping Document

## Process Details

|  |  |
| --- | --- |
| Process Title: |  |
| Purpose / Objective of this process: |
| Trigger(s): |  |
| Outcome(s): |  |
| Supplier(s): |  |
| Customer(s): |  |
| Process Owner: |  |

## Workshop Date and Location

|  |  |
| --- | --- |
| Date(s): |  |
| Location(s): |  |

## Workshop Participants

List participants and contact details.

|  |  |  |
| --- | --- | --- |
| Name | Role / Title | Team |
|  |  |  |

## Existing Documentation

List any known documentation either describing or supporting the execution of this process.

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|  |

## Systems, Software and Tools

List key systems and tools used during the execution of the process.

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## Measures

How is the process measured today? What are the Key Performance Indicators?

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## Issues, Risks & Opportunities

Make a note of any known issues, risks or improvement opportunities.

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|  |

# Process review & signoff

## Reviewers

List the people, not in the workshop, that will review the process and provide feedback. Provide contact details.

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| --- |
|  |
| Reviewers added to Skore: | Yes / No |

## Review to be completed by

|  |  |
| --- | --- |
| Date: |  |

## Signoff

Who will signoff / approve the final version of the process?

|  |  |
| --- | --- |
| Final Approver: |  |
| Date to be approved by: |  |
| Approver added to Skore: | Yes / No |