SK()RE

PROCESS STANDARDS CHECKLIST

SET UP

- ☐ Process title is clearly defined
- ☐ Process is stored in the correct folder
- ☐ Process purpose has been completed
- ☐ Process Owner has been assigned to the process
- ☐ Access rights allow the correct users to access the process
- ☐ Process is linked from a Landing Page (where relevant)

MAPPING STANDARDS

- ☐ Process diagrams are readable at normal zoom setting (no need to scroll)
- ☐ Process layouts are neat and tidy
- ☐ All activities are described using a verb + noun
- ☐ All activities have at least one input and one output
- ☐ Outputs are NOT using verbs or the past tense of the activity
- ☐ All activities have at least one role or system assigned and not teams or functions
- ☐ The correct colours and styles have been used (default stylesheet except where allowed)
- ☐ Only approved icons have been used
- ☐ Yellow Note boxes have been removed

PUBLISHING

- ☐ Approver has been identified (if not the Process Owner)
- ☐ Approval request has been sent
- ☐ Acknowledgement Review has been sent (where relevant)
- ☐ Ongoing Reviews have been configured