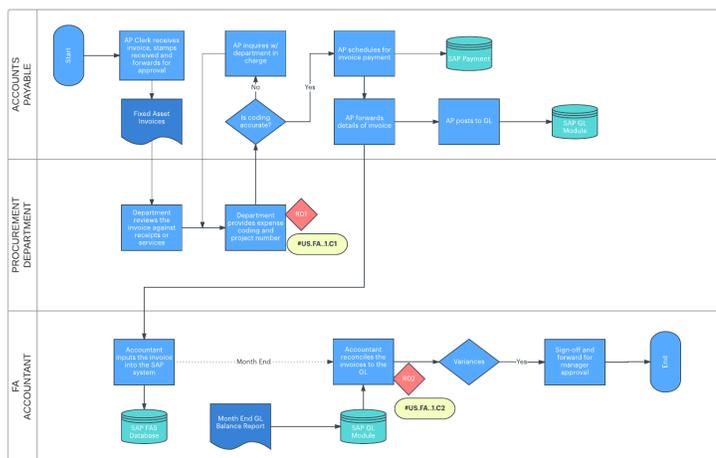# SME Process Outline

Process Title:

Purpose & Scope (Objective & Why):

- 1 paragraph of objective/why (2-3 sentences)

- 1 paragraph laying out scope of the tasks we accomplish within process (2-3 sentences)

Process Flow Diagram:

- Does a SOX flowchart already exist? (not necessary to create, only include if already exists)

FIXED ASSET NARRATIVE

Made in
Lucidchart

Tasks/Steps In Order:

- Please list tasks in the order of the way you typically handle them

    - Include necessary parties to complete each step/task

- List steps in numerical order

- When thinking about the steps think of each phase of the process at a high level and then break down each smaller action underneath

- **Example format:**

1. *Task/Step & who is responsible for it*

    a. *How to complete this step*

        i. *Additional notes related to task/step and how to complete*

Record Management:

- Include any relevant trackers, websites/accounts, repositories, etc.

- Necessary tools needed to complete process *(example: Termination paperwork and where to find it)*

References:

- Contacts (anyone involved in the process, POC's)

- Web/Wiki Page (if applicable)

- Scripts/Templates

- Any other supporting documentation *(example: FAQ page, one pagers, definitions sheet, etc.)*