

SME Process Outline

Instructions: Please make a copy of this document and complete each section as specifically as you're able. Please feel free to include links, other documents, or any other relevant information you feel is necessary or helpful to the process

Pro tip: Imagine you are an extraterrestrial new hire asked to complete a process using only this document 🧐

Process Title:

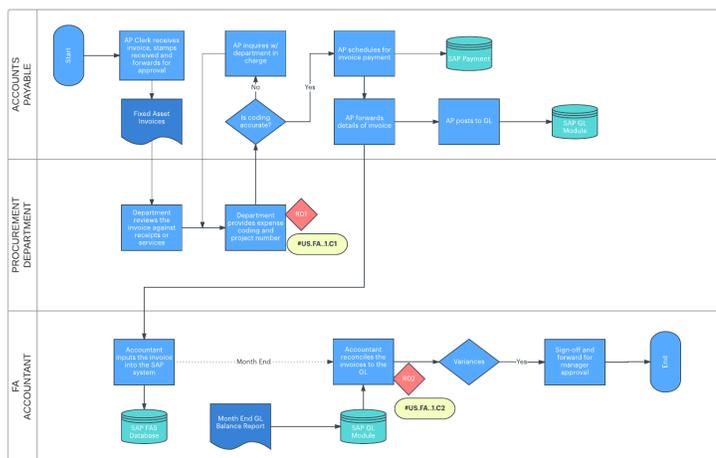
Purpose & Scope (Objective & Why):

- 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



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.*)