

MODULE 01

Workflow Implementation Brief

Complete this brief after finishing the module. It is the required output before moving to Module 2.

WORKFLOW IMPLEMENTATION BRIEF

Workflow name:

Business problem:

Primary user:

Process owner:

Workflow trigger:

Current process:

Current baseline:

Time per run:

Runs per week:

Weekly manual time:

Quality/consistency problem:

Version-one scope:

Explicit exclusions:

Required inputs:

Primary output:

Final destination:

Systems and tools involved:

Human approval points:

Dependencies:**Assumptions:****Initial risks:****Success criteria:****Time:****Quality:****Consistency:****Business outcome:****Target launch date:**