

Process Documentation Template

BAHub — BusinessAnalysis.hopto.org

Format: Editable Word Document (.docx) | [Preview](#)

Sections Included:

- 1. Current State Process Map — Swimlane Overview (BPMN)
- 2. Step Annotations — Why Each Step Exists
- 3. Pain Points Per Step (quantified)
- 4. Cycle Time and Wait Time Analysis
- 5. Waste Identification (TIMWOODS framework)
- 6. Future State Process Map
- 7. How Future State Addresses Pain Points