

PROCESSES



1. The first step in the process is to identify the problem or goal. This involves gathering information and defining the scope of the project.

2. Once the problem is identified, the next step is to develop a plan. This includes determining the resources needed, setting a timeline, and identifying potential risks.

3. The third step is to execute the plan. This involves putting the plan into action and monitoring progress. It is important to stay flexible and adjust the plan as needed.

4. The final step is to evaluate the results. This involves comparing the actual outcomes to the goals and identifying areas for improvement.

Step	Description	Key Elements
1	Identify the problem or goal	Information gathering, scope definition
2	Develop a plan	Resource determination, timeline setting, risk identification
3	Execute the plan	Plan implementation, progress monitoring, flexibility
4	Evaluate the results	Outcome comparison, goal assessment, improvement identification