

# PROCESSES



1. The first step in the process is to identify the problem or goal. This involves gathering information and understanding the context of the situation.

2. Once the problem is identified, the next step is to analyze the situation. This involves breaking down the problem into smaller, more manageable parts and identifying the underlying causes.

3. After analysis, the next step is to develop a plan. This involves determining the best course of action to take and identifying the resources needed to implement the plan.

4. The final step in the process is to implement the plan. This involves putting the plan into action and monitoring progress to ensure that the goal is achieved.

5. Once the plan is implemented, the next step is to evaluate the results. This involves comparing the actual outcomes to the expected outcomes and identifying any areas for improvement.

6. Finally, the process is completed by documenting the results and sharing the findings with others. This helps to ensure that the process is repeatable and that others can learn from the experience.

Step	Description	Key Activities
1	Identify the problem or goal	Gather information, understand context
2	Analyze the situation	Break down problem, identify causes
3	Develop a plan	Determine course of action, identify resources
4	Implement the plan	Put plan into action, monitor progress
5	Evaluate the results	Compare actual vs expected outcomes, identify areas for improvement
6	Document results and share findings	Document outcomes, share findings