

PROCESSES

1. The first step in the process is to identify the problem or opportunity. This involves a thorough analysis of the current situation and a clear definition of the goal. Once the goal is established, the next step is to develop a plan. This plan should outline the specific actions to be taken, the resources required, and the timeline for completion. The plan should also include a risk assessment and a contingency plan in case of unforeseen circumstances. Once the plan is developed, the next step is to implement it. This involves assigning responsibilities to team members, providing them with the necessary resources, and monitoring their progress. Finally, the last step is to evaluate the results. This involves comparing the actual outcomes against the goals and identifying any areas for improvement.

Process	Step	Duration	Resources
Project A	1. Planning	2 weeks	1 person
	2. Execution	4 weeks	2 people
	3. Monitoring	2 weeks	1 person
	4. Evaluation	1 week	1 person
Project B	1. Planning	3 weeks	2 people
	2. Execution	5 weeks	3 people
	3. Monitoring	3 weeks	2 people
	4. Evaluation	2 weeks	1 person

KINGSTON

