LT Results
INSPIRING LEADERS • IGNITING RESULTS

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Process Name: Number:

Who is responsible for this task? _____

List the position title

What is the brief description of the process?

Why is it important to the company or the job?

When do you do this process? (What happens to tell you it is time to do it?)

How is it done?

Process Name: Number:

What are the consequences to the organization when it is not done or not done properly?

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