Process Mapping steps

Define owner of process- who owns the process from beginning to end?
This is usually the owner of the final deliverable or who has the decision-making authority for the results or recommendation.

What purpose does the process serve? What is the expected outcome?

Who gets to participate in the process?

What are the inputs? How does the process initiate? What data gets considered?

Whose opinions get weighted most heavily? Who is consulted in the process?

What decision tools are used? What kind of analysis is done?

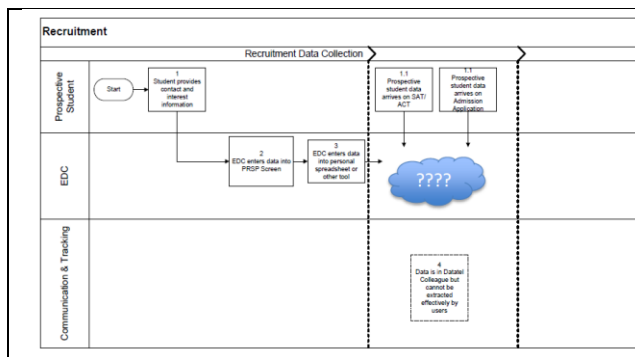What are the criteria for the decision making?

What events or milestones drive the process? Is there a timeline, a due date, a scheduled event to meet?

Who are the customers of the process? Who is impacted by the results/ decision/ output?

Design the "as Is" state and then the "to be" state in order to figure out the action place from the current state to the future state. Capture each in a table with users/ contributors matrixed with action steps.

See example below:

 As Is: To be: