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| Introduction | Process Notes are used to record detailed information about the Activities and Decisions within a process map. | |
| Purpose | In order to capture the information and criteria that is know about each step in the process, this is a loosely structured format which is reader-friendly and provides both summary and detailed process step information. | |
| Procedures for Business Analyst and OwnerReview and Approval | The project Business Analyst drafts Process Notes by recording all information previously collected during the project regarding that activity or decisions. Specific steps for the Business Analyst to develop, review and approve Process Notes are:   1. Draft notes 2. Forward to expert / owner of activity 3. Collect feedback from owner and collaborate to finalize draft 4. Confirm owner approval and signoff 5. Forward current draft to Work Group with 5 business day review period | |
| Procedures for Process Owner and Work GroupReview and Approval | In the following Work Group meeting, the Owner represents their Process Note and any feedback is discussed with the group.   1. Owner collects feedback from group and is responsible to update as agreed. 2. Unresolved negotiations between Owner and Work Group are continued offline as necessary. 3. Revisions are done within 5 business days of meeting date. 4. If negotiations continue between Owner and Work Group past 5 days, the Owner-approved Process Note is considered final draft until outcome is resolved. | |
| Contents | Each entry in the Process Notes describes an Activity or Decision box from this Process Map. Process Notes include all currently known or suggested detail about: | |
|  | * how activity or decision occurs * triggering events * who is involved * systems used * methods of communication used * outputs from possible results | * how often * how long * work aids and tools used (contain decision review criteria including applicable guidelines, procedures, regulations, or policies) |
|  | Draft reflects above factors that may possibly apply. Owners and team members negotiate any changes to all applicable factors during revision period. Activities and decisions are recorded in the notes. | |

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| ID | Notes |
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| 1.1.2a | Will this APD be claimed to Generic?Decision triggered by 1.1.2. Definition of Generic: Currently defined as: “1) Administrative costs that indirectly benefit all programs, or 2) Since this project will benefit all service programs, the expenditures will be spread as a generic overhead cost through the County Expense Claim (CEC).” *(Choose one)*Possible outcomes:If Yes, go to 1.1.5.1If No, go to 1.1.2bIf Not Sure, go to 1.1.2.1 |
| 1.1.2.1 | Request and receive clarification from SAWS to determine if APD / Project is GenericSAWS and County Conference to clarify if county is unsure of Generic determination:SAWS determines if project is genericIf necessary, SAWS schedules conference call with CWS/CMS, SAWS and county.SAWS emails results to county and CWS/CMS |
| 1.1.2b | Does APD benefit CWS?Decision triggered by 1.1.2a. County determines if APD benefits CWS based on information contained in Benefiting Programs section of APD.If Yes, go to 1.1.5.2If No, go to 1.1.5.1 |
| 1.1.5 | **Submit County APD** After County APD and all required accompanying documentation has been completed in accordance with required procedures, County submits all materials to OSI APD Coordinator via email. All attachments are listed out in body of email providing a basis for validating expected document attachments and arrival.APD submission via email:Include *COUNTY* *APD* in Subject field of email message.The above text will automatically trigger a reply from OSI when the APD Inbox successfully receives the APD request.APD Website / Portal contains contact information for submitting APDs to OSI. |
| 1.1.5.1 | County Submits APD to SAWSSubmit to SAWS Project Approvals: If APD is considered SAWS or Generic |
| 1.1.5.2 | County Submits APD to CWS/CMSSubmit to CWS/CMS Project Office: If APD is considered CWS/CMS or Dual Review |