

Process Analysis

How something happens or is done (not how to do it)

Introduction

- Purpose
- Definitions
- List of tools, equipment
- Overview of steps

Steps (remember to keep them under ten)

Conclusion Options

- Summarize major stages (especially if long)
- Discuss advantages and disadvantages of the process
- Show how this process is related to other work
- Compare it to similar processes
- List the results of the process (this is how the chicken lays the egg)
- Indicate its importance or significance
- Recommend this process or one process over another
- Describe one complete process cycle

Remember to use

- Full paragraphs
- Visuals whenever possible