Process Name: <>

DCSS Receiving Organization Name: <>

DCSS Receiving Organization Manager: <>

Process Identification

Process Definition:

Process Documentation References:

'As is' Process Information

Current Count of BP 'as is' Staff that perform the process:

Current staff role and skill level(s) that perform the process:

DCSS 'To be' Process Information

Additional DCSS Staffing Needs to perform the process:

Justification of Additional Staffing Needs (in your immediate area and/or areas this process interfaces with):

Additional DCSS Training to Needs to perform the process:

Justification of Additional Training Needs:

Timeline of Activities for Process Transition

Comments/Questions/Concerns