***Insert process / activity name here***

**Desktop Work Instructions**

**TITLE: How to ………**

**PURPOSE:**

*Insert purpose of process*

**SCOPE:**

*Insert scope of process / activity here*

**PROCESS / ACTIVITY PERFORMED BY:**

*
*

*Note: one of several roles may be involved. Record all roles involved in the process / activity here. If multiple roles are involved, record the role performing the task against each step.*

**REFERENCES:**

*
*

**DEFINITIONS:**

*e.g.*

|  |  |
| --- | --- |
| *RFP* | *Request for Proposal* |
|  |  |
|  |  |
|  |  |

**REVIEW:**

This process is to be reviewed at least *annually/quarterly/monthly*. Feedback and review of information is to be provided to *insert role/title here*

**OUTPUTS:**

*Insert details here*

**INSTRUCTIONS:**

**Steps 1 – *insert name of step here***

**Purpose**

*Insert purpose of step here*

**What to do**

*Insert details here*

**Exception descriptions**

*Insert details here*

 **Example**

 *Insert example here*

**Exception cause**

 **Example**

 *Insert example here*

**Exception consequences**

 **Example**

 *Insert example here*

**Options and solutions**

 **Example**

 *Insert example here*

**Recommendations**

 **Example**

 *Insert example here*

**Steps 2 – *insert name of step here***