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1 name your process 2 determine process boundaries 3 select process outputs 4 choose your process inputs 5 document activities 6 organize your process 7 review your process 8 assign process roles 9 design a flowchart 10 final review why is it crucial to document business processes business documentation means records and files related to business activities there are two major types of business documentation internal and external internal business documentation is authoring business processes and procedures to help employees become more productive and efficient at work a business document is a written or electronic record that provides information or evidence related to a business transaction activity or operation common examples of business documents include proposals reports presentations guidelines charts process documents contracts and agreements plans wireframes mockups and more product requirements user experience ux design end user guides project plans product roadmaps test schedules as highlighted in the above and in the image below there are a number of different technical documentation types that businesses may use to stay organized during the product development lifecycle business documentation is a comprehensive description of various steps in a business process using words pictures flowcharts or symbols it breaks down the rules of different tasks across the organization by accurately implementing documentation your colleagues can understand the nitty gritty of each project for our businesses documentation is essentially a how to guide on how everything works think of it as a manual for the business just like the ones that came with all the appliances in your home most of the documentation is a step by step breakdown of things we do often

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a business document is a written or electronic record that provides information or evidence related to a business transaction activity or operation common examples of business documents include proposals reports presentations guidelines charts process documents contracts and agreements plans wireframes mockups and more

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business documentation is a comprehensive description of various steps in a business process using words pictures flowcharts or symbols it breaks down the rules of different tasks across the organization by accurately implementing documentation your colleagues can understand the nitty gritty of each project

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