

Introducción

Propósito del documento

El propósito de este documento de especificación es describir el proceso de "nombre del proceso", con la finalidad de que los diferentes elementos que lo conforman sean completamente definidos para garantizar su entendimiento y correcta ejecución.

Ámbito del documento

Este documento se limita a describir únicamente al proceso de "nombre del proceso", incluyendo su modelo y la especificación de sus diferentes atributos.

Audiencia objetivo

Al audiencia objetivo de este documento se centra en los diferentes participantes del proceso de "nombre del proceso" para ayudarles a entender y desempeñar las actividades que realizan "así como otros interesados del proceso como inversionistas, proveedores, consultores, etc."

Información general del proceso

Objetivo

El objetivo del proceso de "Nombre del proceso" es "coloque aquí el objetivo del proceso, considere que los cuatro elementos que componen a un objetivo son:

- o Lo que será realizado
- o Los beneficiarios
- o Periodo de tiempo o momento en el que se realiza
- o Las personas que intervienen o los eventos que se generan

Ejemplo:

El proceso de reclutamiento y selección de personal tiene el objetivo de buscar y seleccionar de conjunto de candidatos, a un persona que cumpla con el perfil de una vacante que se está buscando cubrir para la organización."

Justificación

"Coloque aquí la justificación del proceso el cual establece el por qué de su existencia e importancia y lo que pasaría si no se realizará.

Ejemplo:

El proceso de reclutamiento y selección de personal es necesario para garantizar la

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D Keegan



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