

How can you make your work flow?

The top 5 processes in 6 departments.

HUMAN
RESOURCES



1. **On-Boarding or Employee Hiring**
2. **Vacation or Leave Requests**
3. **Employee Training**
4. **Internal Surveys**
5. **Employee Change of Status**

FINANCE/
ADMINISTRATION



1. **Travel Request**
2. **Purchase Request**
3. **Contract Management**
4. **Expense Claims**
5. **Invoice Processing**

INFORMATION
TECHNOLOGY



1. **Internal Processes**
2. **Help Desk Support**
3. **Develop or Changed IT Service/Solution Component**
4. **On-Boarding or Employee Hiring**
5. **Service Provisioning**

SALES AND
MARKETING



1. **Event Planning**
2. **Proposal Creation**
3. **Customer Sales**
4. **Incoming Customer Query, Feedback or Complaint**
5. **Collateral Approval**

OPERATIONS,
DELIVERY AND
PROCUREMENT



1. **Travel Request**
2. **Product Approval Process**
3. **Quality Assurance**
4. **Vendor Contract Approval**
5. **Order Materials and Services**

CUSTOMER
SERVICE AND
SUPPORT



1. **Help Desk**
2. **Customer Complaints**
3. **Product Documentation and Help References**
4. **Customer Satisfaction Surveys**
5. **Customer Feedback to Product Management**