

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