

# PROCESS PRACTICE

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## **Process Practice:**

### **Process Documentation:**

Business Process Documentation / Mapping refers to activities involved in defining exactly what a business entity does, who is responsible, to what standard a process should be completed and how the success of a business process can be determined. Once this is done, there can be no uncertainty as to the requirements of every internal business process.

### **Process Audit:**

Process Audit is an independent appraisal performed in order to examine and evaluate various activities performed within the organization as a service to the organization. The objective is to assist members of the organization in the effective discharge of their responsibilities. Towards this goal, Process Audit furnishes them with analyses, appraisals, recommendations, counsel, and information concerning the activities reviewed. The audit objective includes promoting effective control at reasonable cost.

There are five basic types of audits as well as other miscellaneous audits:

- Financial Audit
- Operational Audit
- Compliance Audit
- Investigative or Fraud Audit
- Information Systems Audit
- Miscellaneous Audits

### **Process Re-Engineering:**

Process Re-Engineering helps organizations to:

- Identify and quantify process improvement opportunities aligned with the organization's strategic plan
- Establish objectives that "stretch" the existing activities
- Identify the associated benefits to the organization
- Identify the changes necessary including any changes in associated activities
- Formulate projects for their accomplishment

### **Certificate Compliance:**

Preparing organizations to obtain the TQM certification, i.e ISO or HACCP or other.

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## Partial Client List:



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