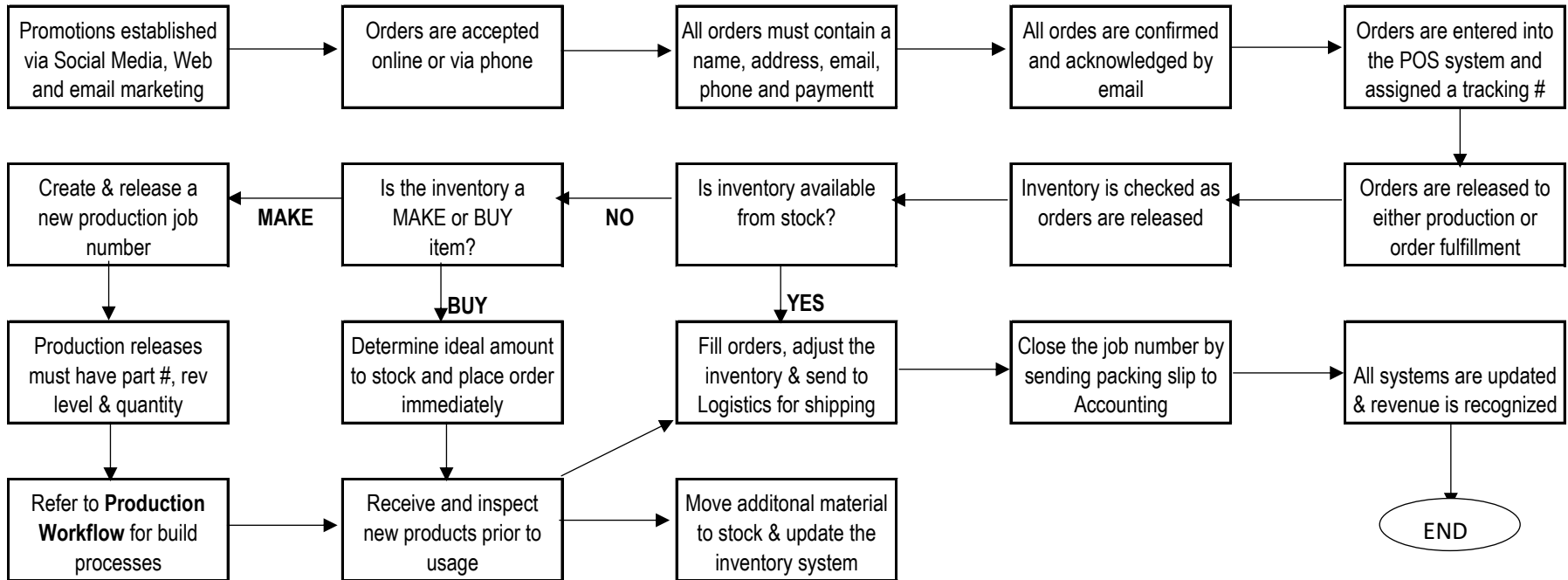


Operational Workflow

Workflows should be constructed for each process in your business: Sales, Marketing, Administration, Production, Quality, Logistics or combinations of those departments within an operation.



This is a **SAMPLE** workflow. Every step in each of the business processes should be captured in a workflow to illustrate how the business works, and to help in identifying where costs are accumulated during the budget process. When process changes occur, workflows are easily updated and help to ensure that all contingent operations have been reviewed and possibly improved.