



Processes Planning Template for _____

Phase	Inputs	Transformation			Outputs
		Interactions	Resources	Actions	
Preparation	<div> <div>Manager:</div> <div>Event information</div> <div>activites schedule</div> <div>Instructor: Pictures</div> </div> <div>←</div>	<div> <div>Ask for information</div> <div>Deadline needed</div> <div>Ask for pictures</div> </div>			
Production			<div> <div>Computer</div> <div>Software</div> <div>Flyer Template</div> <div>Printing Budget</div> </div>	<div> <div>Fill in contents</div> <div>Print ready</div> <div>Send to print service</div> </div>	Flyer/Poster
Distribution	<div> <div>Manager</div> <div>←</div> </div>	<div> <div>Proofreading</div> </div>		<div> <div>Give Flyers to distributor</div> </div>	Flyer/Poster distribution
Follow-up	<div> <div>Accountant</div> <div>←</div> </div>	<div> <div>Send invoice</div> </div>			Invoice/billing