

Process Map Worksheet

Observer / process:	Date / window:
Start / stop events:	Work unit:
Time unit / origin:	Log reference:

Record individual occurrences in the event log first. Use this worksheet only to summarize comparable occurrences and prepare the map.

Timing summary

Use the time unit named above.

Activity	n	Sum P/T	Avg P/T	Sum S/T	Avg S/T	Sum W/T	Avg W/T

Map context

Use the same activity names as the timing summary.

Activity	Role	Value	Type	Evidence / variants / correction notes

n = comparable activity occurrences; average = duration sum divided by n . Keep units.
 If P/T, S/T, and W/T have different complete counts, record those counts separately in Evidence / notes. Missing is not zero.
 Value: VA, RNVA, or NVA. Type: step, queue, or decision. Record correction frequency with its denominator.
 A promoted queue's wait appears once in the map. Retain the event log and supporting timing calculations.