*Notes: The worksheet below is an example and should be used for information only. This diagram should be modified as necessary to suit your organization’s specific needs and processes.*

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| *Process* | *What needs to be done?* | *Responsible* | *Resources* | *Evaluation Method* | *Task Start Date* | *Task Due Date* | *Notes* |
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*For informational use only!*

*This information must be modified to suit your business and specific needs*