PROBLEM Which problem will be solved by the process?	SOLUTION What is the solution idea?	VALUE FOR PROCESS BENEFICIARIES What is the added value for process beneficiaries?	VALUE FOR PROCESS PARTICIPANTS What makes life easier?	PROCESS PARTICIPANTS Who is involved?
EXISTING PROCESSES What solution exists today?	KEY FIGURES How do you measure if the process is successful?		AFFECTED SYSTEMS Which systems are affected by the process?	PROCESS BENEFICIARY For whom the process is carried out?
	COSTS		USE Turnover, cost savings, increase in em	ployee satisfaction

