**Process Analysis**

This exercise can be utilized in conjunction with the Essential Functions Worksheet. A Process Analysis identifies and documents the activities and tasks that are performed within an Essential Function. The intent of this worksheet is to provide a snapshot that identifies processes within an essential function, which processes can be performed remotely, are they dependent on another area of the university, who performs the process and if an alternate exists, and are there any specialized resources needed.

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| Process | Position needed to perform process | Performed remotely? | Alternate who can perform this process? | Dependent positions or areas in the University | Specialized resources needed to perform process |
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