

Process: Name of CAP Area**PR:**

Title	<ul style="list-style-type: none">• What is the Final Cap Area?• What is the Action Step (written in its entirety)• What is the purpose of this process?	
Process	<p>What are the steps of the process?</p> <ul style="list-style-type: none">• List person responsible for each step in parenthesis• Each should include a timeframe	<ol style="list-style-type: none">1. Step 12. Step 23. Step 34. Step 45. Step 56. Step 67. Step 78. Step 89. Step 910. Step 10
Evidence	What will be the data/results/evidence that will be monitored?	
Monitor	Who is responsible for monitoring the process?	
Monitor	How often is the process monitored?	
Monitor	Who receives the results of the monitoring?	
Communication	How is this process communicated?	
Principal Role	What is the principal's role in this process (succinctly)	
Review	Last date this process reviewed	