

# Issue Book Shipment Allowance Process

Studio draft workspace

---

## Table of Contents

---

**Executive Summary**

---

**Actors and Responsibilities**

---

**Communication Flow**

---

**Process Map (BPMN)**

---

**Process Walkthrough**

---

**Inputs, Outputs and Records**

## 1. Executive Summary

Document the purpose of Issue Book Shipment Allowance Process, including what starts it, who is involved, the major decisions, and how it concludes.

## 2. Actors and Responsibilities

### Ownership

Define the owning unit and key roles for this process.

## 3. Communication Flow

- Document the triggering event.
- Document validation and review steps.
- Document approval and closure outcomes.

## 4. Process Map (BPMN)

**BPMN Diagram Notice:** This document export excludes the interactive BPMN diagram.

To view the full process map, please visit:

[dsa-pdp.pages.dev](https://dsa-pdp.pages.dev) → **Issue Book Shipment Allowance Process**

## 5. Process Walkthrough

### **Baseline flow**

*Document the step-by-step operational sequence here.*

## 6. Inputs, Outputs and Records

### **Artifacts**

*Document required inputs, produced outputs, and retained records.*