

# Post Event Reporting Process

Process documentation page

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## 1. Executive Summary

Describes how Student Clubs Activities Report is initiated, reviewed, approved, and recorded in Irshad.

## 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) → **Post Event Reporting 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.*