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| Use the table below to map the steps of the organizational process. Each step of the process is its own row. Within the first column, describe the step in terms of who, what, when, and how. In the second column, identify potential barriers or hurdles that may be encountered or were encountered. In the third column, identify a strategy to address the challenge encountered and/or identify a modification needed to the step of the process. Add more rows as needed to the table for your specific process.  |

**Name of Process:**

|  |  |  |
| --- | --- | --- |
| **Step of the Process** **(who, what, when, and how)** | **Challenge or Hurdle**  | **Strategy and/or Modifications**  |
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