

EDGE: Process Decomposition Guide

Break complex work into clear, actionable steps – with roles, flows, and checkpoints.

EDGE Core Toolkit #18 – Gain | Breakthrough Edge



Purpose

The Process Decomposition Guide helps teams break down unclear or complex processes into manageable, well-defined components. This tool is used to expose ambiguity, streamline coordination, and clarify who does what — and when — in operational execution. It is particularly useful for work that spans functions, involves handoffs, or is prone to delays or rework.

When to Use

Use this tool when processes feel confusing, redundant, or inconsistent across teams. It's ideal for use during workflow mapping, digital transformation, or operational troubleshooting — particularly in high-change or high-complexity environments.

How to Use This Tool

1. Select a process or workflow that needs clarification or standardization.
2. Identify the core outcome or purpose of the process.
3. Work backward or forward to define the key stages or blocks of work.
4. For each stage:
 - Describe the specific activities performed
 - Define the responsible role(s)
 - Note required inputs, tools, and systems
 - Identify decisions, approvals, or handoffs
5. Look for gaps, overlaps, or unclear responsibilities — then refine.

Decomposition Elements

Stage	Activity Name	Description of Task	Responsible Role(s)	Inputs / Required Info or System	Outputs / Deliverables	Decision Point? (Y/N)	Next Step / Hand-off To

Optional Output

A detailed, sequenced breakdown of the process that can be used to build SOPs, train teams, digitize workflows, or inform system handoffs.