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| Purpose: This BPA is a systematic method of mapping each organizational work function. You’re not required to duplicate any information that exists elsewhere. It is meant to capture institutional knowledge that is not otherwise well documented. *Highlight any items that require additional follow-up*. Validate information with supervisors to ensure accuracy. Conduct at least an annual review and update as needed. |

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| Part 1. | Define the elements of this work function: |
| 1.1. | Function Name | How do you refer to this function? | Standardize the name of the function. Process names usually start with a verb (e.g., “Apply for Leave”). Review existing process names; ensure they conform to known conventions. |
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| 1.1. | Function Statement | Why is this function necessary? | Provide a short, concise statement that briefly describes the action to be conducted and why this function is necessary. |
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| 1.3. | Triggering Events | What causes this function to be executed? | Elicit information about the condition(s) under which the function is initiated. These are the conditions that must be met before engaging in these activities. |
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| 1.4. | Key Leaders | Who oversees performance? | Identify positions with primary responsibility for ensuring all processes and activities of this function are performed. |
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| Part 2. | Define the process of this work function: |
| 2.1. | Process Steps and Activities | What are the steps involved in the process? | Elicit information on the step-by-step process, or an ideal sequence of event. This shows how complicated a process is and helps us identify redundancy or repetition. |
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| 2.2. | “Pain Points” | Are there any known problem areas? | Elicit information about any parts of the process that are known to be problematic or are significantly complex to carry out under normal (non-emergency) conditions. |
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| Part 3. | Define the in-person components of this work function: |
| 3.1. | In-Person Activities | What actions must be on campus? | Elicit information on actions that must be accomplished in-person on campus. These cannot be performed via telework. |
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| 3.2. | Required staff: List the staff member positions required to be on campus to accomplish actions?  |
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| 3.3. | Staffing hours: How long must staff be present on campus to accomplish these in-person actions? |
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| 3.4. | Shift work: If in-person activities occur 24 hours a day, 7 days a week, or anytime outside normal University business hours, specify work hours for each shift.* Shift 1 Schedule: Shift Start AM/PM to Shift End AM/PM
* Shift 2 Schedule: Shift Start AM/PM to Shift End AM/PM
* Shift 3 Schedule: Shift Start AM/PM to Shift End AM/PM
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| Shift 1: Identify in-person activities that are unique to this shift and any that are the same across shifts.  |
| Shift 2: Identify in-person activities that are unique to this shift and any that are the same across shifts.  |
| Shift 3: Identify in-person activities that are unique to this shift and any that are the same across shifts.  |
| 3.5. | Specify locations, physical resources, or specialized equipment required to complete in-person actions. |
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| 3.6. | Specify access to and availability of any software, applications, or other communications/IT systems staff require to complete these in-person actions. |
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| Part 4. | Define the telework-capable components of this work function: |
| 4.1. | Telework Activities | What actions can be performed via telework? | Elicit information on actions that can be accomplished via telework when emergency conditions require campus closure or closure of one or more buildings where assigned staff work.  |
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| 4.2. | Specify access to and availability of any software, applications, or other communications/IT systems staff require to complete these telework actions. |
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| Part 5. | Identify the expected outputs of this work function: |
| 5.1. | What products, services, and information result from performance of this function?  |
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| 5.2. | Who are the partners and stakeholders that receive these outputs? |
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| Part 6. | Identify necessary inputs for this work function: |
| 6.1. | What products, services, resources, and information are required for performance of this function?  |
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| 6.2. | Who are the partners and stakeholders that provide these inputs? |
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| Part 7. | Identify dependencies and interdependencies: |
| 7.1. | Internal partners | Identify partners WITHIN UMBC necessary for performance of this work function. |
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| 7.2. | Identify dependencies; what inputs do these partners provide you (i.e., what do you depend on to accomplish the tasks necessary for performance of this function)? Refer to 6.1. above. |
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| 7.3. | Identify interdependencies; what services or resources are shared between your department and these partners (i.e., what can neither of your organizations accomplish without the other)? |
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| 7.4. | External partners | Identify partners OUTSIDE UMBC necessary for performance of this work function. |
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| 7.5. | Identify dependencies; what inputs do these partners provide you (i.e., what do you depend on to accomplish the tasks necessary for performance of this function)? Refer to 6.1. above. |
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| 7.6. | Identify interdependencies; what services or resources are shared between your department and these partners (i.e., what can neither of your organizations accomplish without the other)? |
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| Part 8. | Work locations |
| 8.1. | Primary sites | Identify the primary sites on campus where staff performing this function are assigned. Include building name, floor, and room numbers. If staff are assigned to off-campus locations, provide the physical location (state, city, building names, & physical address). |
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| 8.1. | Alternate sites | Identify any space on campus identified as an alternate work site prearranged with Facilities Management (FM). If you do not have a prearranged alternate site, say so. |
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| 9. | Resources and budgeting requirements |
| 9.1. | Other resources | Identify any other supplies, services, or capabilities not already addressed that are required to perform this function (if there are none, state “N/A”). |
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| 9.2. | Funding sources | Identify sources of funding to sustain this function and the budgeted amounts. |
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