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**The Commandments of Process Specification
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1. Specify a process only if you will do it at least three times.
2. Don't confuse a process specification with the process.
3. Seek to stabilize and improve the process capability.
4. Don't place unnecessary constraints on people who will perform the process.
5. Don't specify things people ought to do, but won't.

6. Make sure the process can be monitored.
7. Understand the process before you specify it.
8. Don't be complete; only specify things that affect process capability.
9. Reduce handoffs; every handoff destroys knowledge.
10. Work with your users to determine what affects process capability
11. Nurture your mechanisms for effective user cooperation.

12. Select techniques best adapted to how your process specification will be used.
13. Use diagrams to facilitate discussions about process.
14. Be clear about what your arrows mean.
15. Don't sacrifice flexibility just because it is hard to show on a diagram.
16. Don't use diagrams to specify your process rules.
17. Use ETVX, or the CMM, as a checklist when *describing* processes; don't use them to specify the process.

18. Separate rules from memory aids , from tools, and from educational materials.
19. Use checklists where possible.
20. Use tools to make the process easy to do and to manage.
21. Simplify the presentation; use the web and avoid duplication among processes.
22. Know your audience; use separate presentations for different people.