



Annex VIII. Process Documentation Guide

 REPUBLIC OF KENYA			
Institution/Organization Name:		Kenya School of Law	
Affiliations; Ministry / Department/ County/Parent Company:		Office of the Attorney General & Department of Justice (OAG & DOJ)	
Economic Sector Alignment:		N/A. Since we fall under Political Sector in the Vision 2030	
Big 4 Alignment:		N/A. Since we are an enabler of big 4 agenda in capacity development	
Accounting Officer:		Dr. Henry K. Mutai	
Period: FY		2021/23	
Process Documentation			
Service Name	Procedure for Administration of Project Work		
Brief Description Document Purpose/service	To meet statutory requirements for Advocates Training Programme (ATP) and bar examination		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / ATP Issue/ Rev: 03/01		
Process Owner: Name and Position	Assistant Director, ATP		
Process Writer (s); Name and Position	1. Assistant Director, ATP		
	2.		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Write an email forward Project Work Guidelines	1	AD, ATP
2.	Lecturers give suggestions	14days	AD, ATP
3.	Submit project work questions to students/Firm leaders	14days	AD, ATP
5.	Discussion in the various firms	4months	Firms
6.	Submission of project work	4months	AD, ATP
7.	Marking of project work and preparation of mark sheets	3months	AD, ATP Lecturers,
(Add rows where necessary)			

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Trigger 1:	1.			
	2.			
(if any other, add rows)				

Process Maps/Visuals

Attach the flowchart/maps for the steps discussed

