



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	Offering Academic Services (Advocates Training Programme (ATP) - Procedure for Moot Court		
Brief Description Document Purpose/service	To provide students with practical training		
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. Coordinator, Moot courts		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Set a moot question	10days	Coordinator, Moot courts
2.	Preparation of memorials and registration of class teams	20days	students
3.	Identify judges for the moots and do the invitation letters ,draw budget and schedule teams	15days	Coordinator, Moot courts
4.	Conduct the moot	3days	Coordinator, Moot courts, students
5.	Notify winner's and Prize giving	1day	Director, Coordinator, Moot courts
(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