



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 Paralegal Training Programme (PTP)		
Brief Description Document Purpose/service	Procedure for Evaluation of Course / Programme - To provide guidance for the process of course and programme evaluation		
Document Control: Change Record/ Version Number	Reference: KSL/ QMS / ATP Issue/ Rev: 03/01		
Process Owner: Name and Position	Coordinator Paralegal Training Programme (PTP)		
Process Writer (s); Name and Position	1. Coordinator PTP		
	2.		
Process Reviewer (s) Name and Position	1. Management Representative		
	2.		
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Describe the Process Boundaries; what triggers start, inputs, outputs and end		Describe who is involved
2.	EVALUATION OF LECTURERS 3 weeks to end of the term List of Lecturers and Subjects evaluation questionnaires Dispatched to ICT Uploaded to ERP Evaluation of the lecturer and course content Online reports generated Discussion with course lecturers.	5 weeks	Coordinator ICT Students

3.	Development of timetable Third quarter of the previous term Yearly calendar Previous timetables Minutes of meetings with lecturers Draft timetable Signed refined timetable Sent to the director for approval and signature Sent to students and lecturers		Coordinator Lecturers Director
4.			
5.			
6.			
7.			

(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

Business process flowcharts/ swim lanes/screen shots

4.3.7 Flow chart

Activity	Responsibility
Start	
↓	
Draft questionnaire for evaluation	Coordinator
↓	
Amendments to the drafts from input	Coordinator
↓	
Dispatch to ICT	ICT
↓	
Evaluation of the lecturers and course content	ICT/coordinator
↓	
Discussions with the course lecturer	Coordinator
↓	
End	