

Guide:

A workflow is considered a sequence of activities through which a piece of work passes from initiation to completion.

A process is considered a series of actions or steps taken to achieve a particular end.

Step is an individual action or activity during the process, being performed by a tool or by a person.

This is a general template in case a field is not needed or used, leave it empty.

Workflow Description Specification	
Workflow Name:	<<the workflow name or title>>
Workflow ID:	<<workflow identifier>>
Date of creation:	<<date in which this document was created or the workflow was requested>>
Number of process step:	<<amount of steps>>
Version number:	<<number based on modifications (change of tools, insertion of new threshold)>>
Workflow creator:	<<name>>
Workflow	
Workflow goal:	<<what do you want to achieve with this workflow?>>
Workflow source:	<<Is this workflow created locally, or it follows a reference - in that case link the reference>>
Workflow responsible:	<<person who signs the final output or who uses this workflow>>
First Process Step (Start point)	
Process step name:	<<The name of the start step>>
Step ID:	
Final Process Step (End point)	
Process step name:	<<The name of the final step>>
Step ID:	

----- END OF PAGE 1 - START OF PAGE 2 -----

Workflow Description Specification	
Workflow Name:	<<the workflow name or title>>
Workflow ID:	<<workflow identifier>>
Process Step Name:	<<the step name or title>>
Process Step ID:	<<step identifier>>
Date of creation:	<<date in which this step was added or the step was requested>>
Step creator:	<<name>>
Version number:	<<number based on workflow step's modification>>
Process Step	
Step goal:	<<what do you want to achieve with this step?>>
Step source:	<<Is this step created locally, or it follows a reference - in that case link the reference>>
Is this the first step in the workflow? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this the final step in the workflow? Yes <input type="checkbox"/> No <input type="checkbox"/>
Sub-process of: <<ID of a process step>>	Super-process of: <<ID of a process step>>
Order of execution:	<<e.g. before y, synchronous to z>>
Where the step happens:	<<Lab/office/department - different place than the creator>>
Description:	<<Action performed during this step (human action - if any)>>
Is this step concurrent to another: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, step name: <<step name>> Step ID: <<identifier>>
Standard references:	<<Standard / Approved data used for comparison e.g. Human genome >>
File Input(s):	<<Necessary data to start the process>>
Is the input coming from another step: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, step name: <<step name>> Step ID: <<identifier>>
If no, what is the input origin:	<<lab, person, tool >>
File Output(s):	<<Generated data>>
Is the output used in another step: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, step name: <<step name>> Step ID: <<identifier>>

Tool	
Needed tool:	<<The tool name>>
Tool version:	<<The tool's version necessary to run this step>>
Why this tool was selected:	<<Reasoning or source for the decision>>
Tool settings and parameters:	

Loop Section (Repetition)	
Is this step repeated during the process: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, step name of loop start: <<step name>> Step ID: <<identifier>>
	If yes, step name of loop end: <<step name>> Step ID: <<identifier>>
If yes, how many times it repeats: <<number>>	If yes, what is needed to break the loop: <<condition to stop the repetition>>

Condition Section (Threshold)		
Possible outcomes: <<possibility 1 (e.g. pass, fail)>>	<<possibility 2 (e.g. pass, fail)>>	<<possibility 3 (e.g. pass, fail)>>
Next step name for each outcome:		
Step ID for each outcomes:		
Condition for judgment:		
Condition is hard/soft:		

Data Storage Section	
Is the generated output stored: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, the data must be stored until: <<date>>
If yes, name of the data storage:	<<bucket name, table name, folder name>>