Guide:

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

The step is an individual action or activity during the workflow, being performed by a tool or by a person.

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

Workflow Description Specification		
Workflow ID:		*<<the workflow name or identifier>>*
Date of creation:	*<<date in which this document was created>>*	Number of steps: *<<amount of steps>>*
Workflow version: *<<version of this document>>*	Modification date: *<<date of modification>>*	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, add link to the reference or name the person>>*
Workflow responsible:	*<<person who signs the final output or who uses this workflow>>*

First Step (Start point)	Final Step (End point)
Step ID: *<<The name or identifier of the start step>>*	Step ID: *<<The name or identifier of the start step>>*

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Workflow Description Specification		
Workflow ID:	*<<the workflow name or identifier>>*	**Step ID:** *<<the step name or identifier>>*
Step version: *<<version of this step>>*	Modification date: *<<date of modification>>*	Step creator: *<<name>>*

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, add link to the reference or name the person>>*
Is this the first step in the workflow? Yes ☐ No ☐	Is this the final step in the workflow? Yes ☐ No ☐	
Sub-step of: *<<ID of previous step (its parent)>>*	Super-step of:	*<<ID of next step (its child/s)>>*
Order of execution:		*<<e.g. first step, before Y, synchronous to Z>>*
Step execution' location:		*<<e.g. laboratory A, office, department, city>>*
Description:		*<<Action performed during this step (human action - if any)>>*
Is this step concurrent/parallel to another: Yes ☐ No ☐	If yes, step ID:	*<<step name or identifier>>*
Standard references:		*<<Standard / Approved data used for comparison e.g. Human genome >>*
File Input(s):		*<<Name of the necessary data to start the activity/action>>*
Is the intput comming from another step: Yes ☐ No ☐	If yes, step ID:	*<<step name or identifier>>*
If no, what is the input's origin:		*<<e.g. lab, person, tool, database>>*
File Output(s):		*<<Name of the generated data>>*
Is the output used in another step: Yes ☐ No ☐	If yes, step ID:	*<<step name or identifier>>*

Tool Section	
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's Settings and Parameters		

Loop/Repetition Section		
Is this step repeated along the workflow: Yes ☐ No ☐	If yes, step ID of loop start:	*<<step name or identifier>>*
	If yes, step ID of loop end:	*<<step name or identifier>>*
If yes, how many times it repeats: *<<number>>*	If yes, what is needed to break the loop:	*<<condition to stop the repetition>>*

Condition/Threshold Section		
Condition for judgment:		
Possible outcomes: *<<possibility 1 (e.g. pass, fail)>>*	*<<possibility 2 (e.g. pass, fail)>>*	*<<possibility 3 (e.g. pass, fail)>>*
Next step ID: *<<the next step name for this outcome>>*	*<<the next step name for this outcome>>*	*<<the next step name for this outcome>>*
Condition result: *<<e.g. send email, end flow, store data>>*	*<<e.g. send email, end flow, store data>>*	*<<e.g. send email, end flow, store data>>*
Hard or soft condition: *<<Hard (a condition that was stablished and must be followed) or Soft (a condition that is good to achieve, but can be ignored)>>*		

Database Section		
Is the generated output stored: Yes ☐ No ☐	If yes, the data must be stored until:	*<<date>>*
If yes, name of the database:		*<<bucket name, table name, folder name>>*