

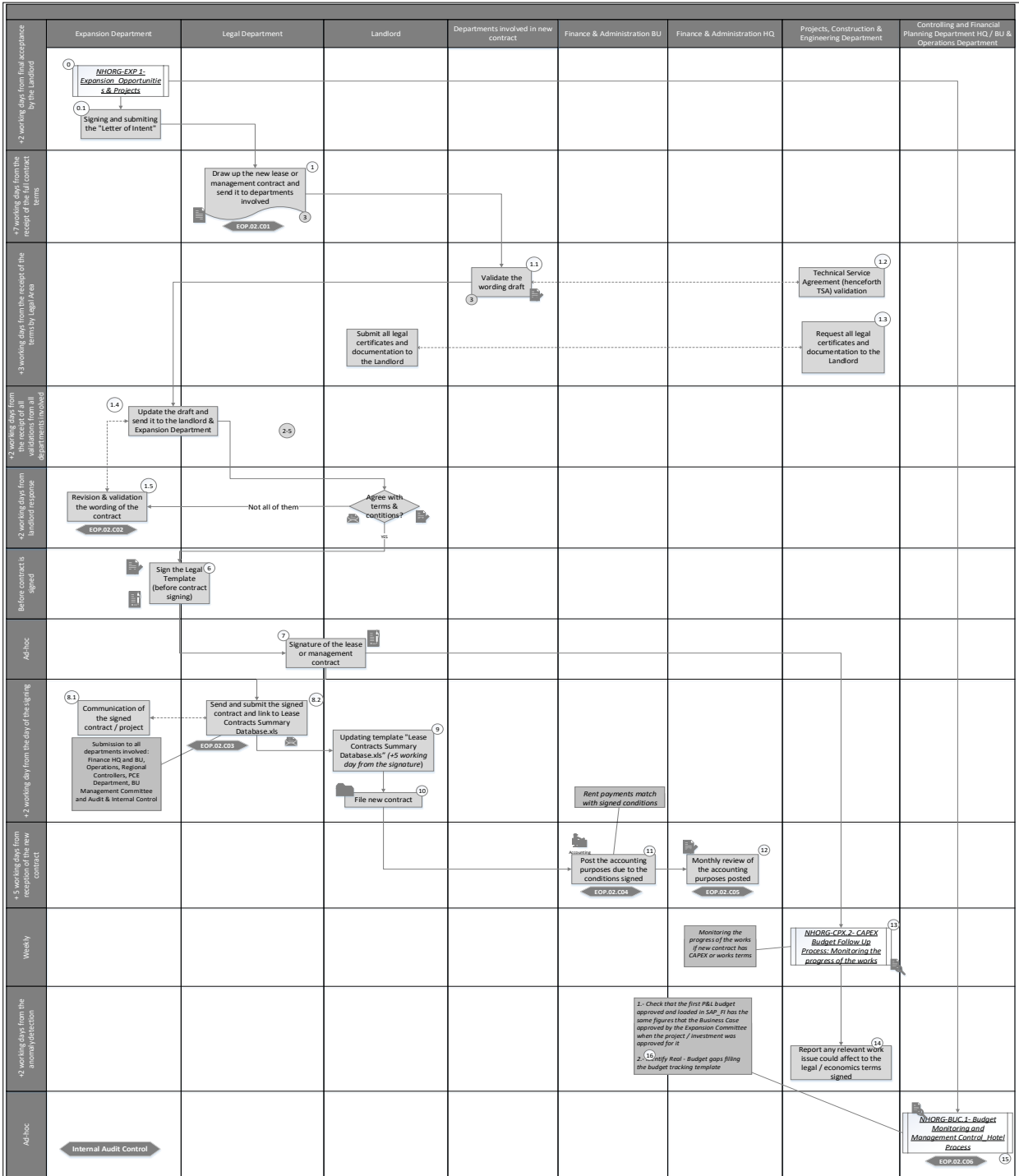
NH HOTEL GROUP				Organization - Business Transformation			
Process: Expansion Lease & Management							
Subprocess: Expansion_Lease & Management Contracts							
Process Owner: SVP Development				Proces Leader: VP Development			
Author		Miguel Pérez					
Date		19.07.2016					
Last modification date		14.09.2017					
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NH Approvals							
Name		Function		Date		Comments	
SVP Development		Process Owner		19.07.2016			
VP Development		Process Leader		19.07.2016			
Modification History							
Document Version		Date		Modified by		Comments	
0.1		14.09.2017		Miguel Pérez		Some tasks to access and management of the contracts database, file and accesses policy are included.	
0.2		24.09.2018		Miguel Pérez		Change in task nº 8.2 (Communication of the signed contract: Recipients)	





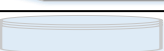

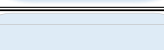
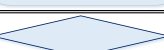


Process: Expansion Lease & Management

Subprocess: Expansion Lease & Management Contracts

Process Owner: SVP Development

Proces Leader: VP Development



Shape	Name	Description
	Task	Represents a manual activity of the process.
	Automatic Task	Represents an automatic activity of the process.
	Flow direction	Input or output of the task or decision.
	Internal Audit Control	Controls defined by NH Internal Audit
	Systems	Applicatio or Tool.
	Start/End	Indicates the beginning or the end of a process.
	Manual Process	Manual Business process composed of tasks, decisions, flow directions, documents and
	Decision point	It is originated after one task and it generates two or another decision.
	Report or document	It is a physical or electronic file used as input or output of a task.
	Notifications	External/Internal Notifications.

