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Sommario/riassunto	An increasing number of international, national and industry standards describe process models. These models are developed for a range of purposes including process implementation and assessment. The terms and descriptions used in such models vary in format, content and level of prescription. ISO/IEC TR 24774:2010 presents guidelines for the elements used most frequently in describing a process: the title, purpose, outcomes, activities, task and information item. Whilst the primary purpose of ISO/IEC TR 24774:2010 is to encourage consistency in standard process reference models, the guidelines it provides can be applied to any process model developed for any purpose.