

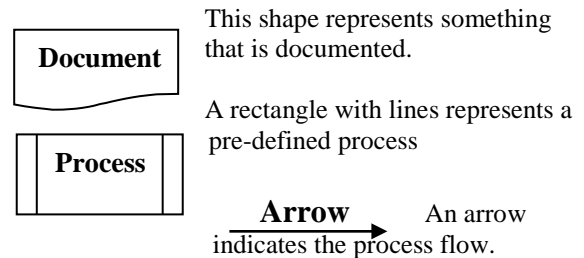
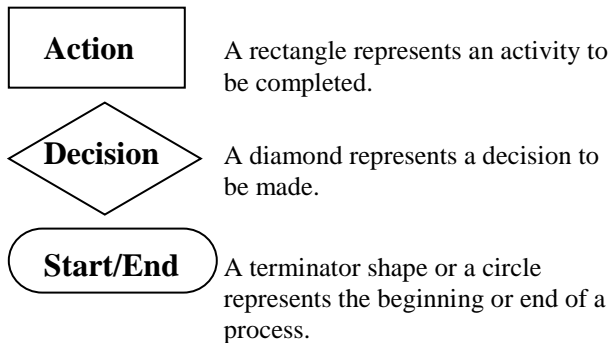
Flowcharting Guidelines

What is the purpose of a flowchart?

A flowchart visually displays the sequence of activities in a process and who is responsible for those activities.

What symbols are used in flowcharting and what do they mean?

The following are the common symbols used in flowcharting:

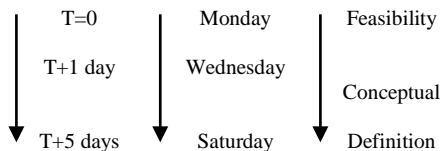


How do I show responsibilities on a flowchart?

Responsibilities are represented by the columns on a flowchart. The flowchart symbols are placed within the column of the person or group responsible to complete that item.

How do I indicate timeframe on a flowchart?

Time can be indicated down the left side of the flowchart. Any appropriate timeframe can be used. Examples include:



How do I get started?

It's easiest to create a flowchart by using post-it notes on a chart pad. Post-it notes allow you to move things around as you work through the process.

1. First identify the purpose of the process.
2. Then identify the people or groups involved in the process. Put one role per post-it note and place them across the top of the chart pad.
3. Work through the steps in the process flow, writing each step on a post-it note and placing it on the chart pad. Move them around as necessary to reflect the process.
4. Once you have all the steps identified and appropriately oriented on the chart pad, add the arrows to indicate the work flow.

