

People: Process Mapping/Valuation Worksheet

1 Identify the Process: List the process name here.

Process Name

2 Identify the Who: List the functions, departments and/or programs that will be involved in the process.

Function/Department/System


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3 Identify Key Actions: A process is made up of a series of **Actions** that result in a particular start and outcome. An **Action** is an **Activity** (Noun or Verb) or **Decision** that needs to happen to move things along. These **Actions** are performed by those identified on the Who list.

Who	Action	Activity or Decision

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- 4 **Visual Vocabulary:** A big reason for process mapping, is it gives us the ability to visualize the process in a way that isn't just living in our minds. These are the visuals you want to use when going through the process. You can do this with Shapes and/or Color.

Shape	Action	Color / Sticky Note
	Process Start Point	
	Process End Point	
	Decision	
	Activity	
	Transition to additional Process	

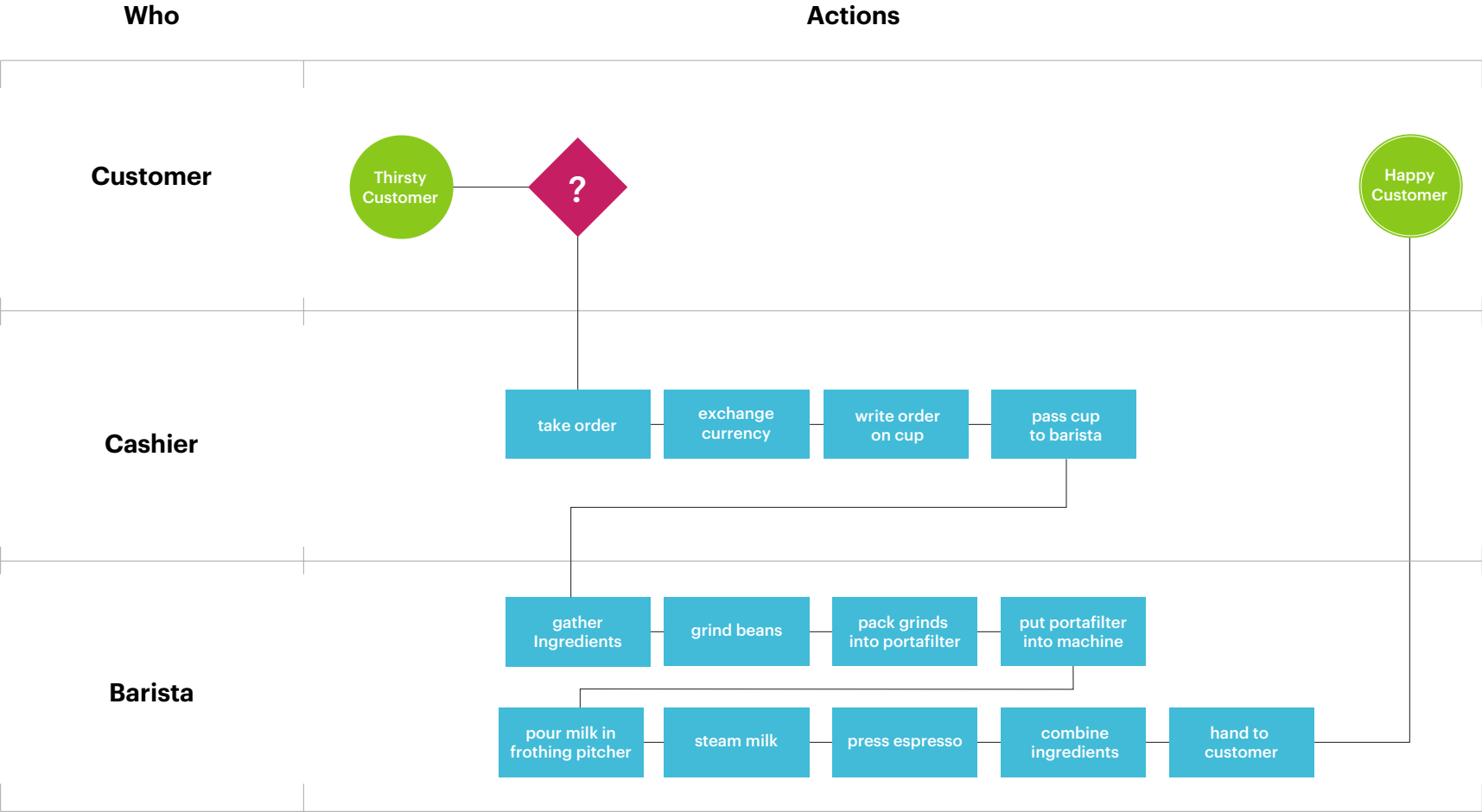
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5 Gather Materials: This is a list of the materials you are going to need.

- 1. White Board, Large Post it Pad, or Large Paper (taped to wall).**
- 2. Post it Notes: Green, Red, Blue, Yellow, Orange, Purple.**
- 3. Visual Vocabulary**
- 4. Dry Erase Markers**
- 5. Great people who know the process.**

People: Process Mapping Example

Making a Latte



People: Process Mapping Sheet

Who

Actions
