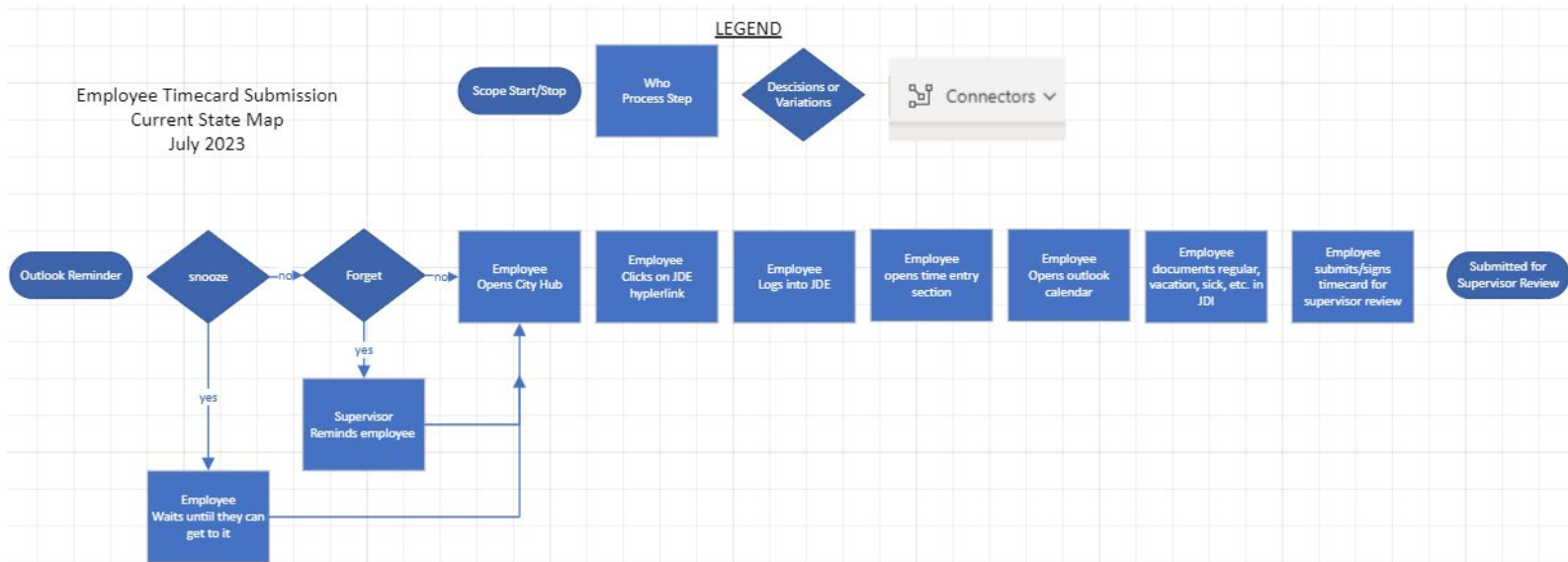


Current State Process Mapping

A process map is a diagram that provides a detailed overview of how a process is completed.



Why



- **Key Processes**

- Reduces impacts of turnover
- Opportunities for collaboration and innovation



- **Visual Map**

- Motivation for improvement
- Efficiency when integrating new processes



- **Change**

- Creates motivation for change

Tips

- Use **Visio** to create the diagram (Visio is online with your Office 365 Account)
 - [Visio FC Career Connect Online Class](#)
- Create the map with the people who do the work
- Know your scope start & stop before you begin
- To create: enter your scope start, then ask “what happens next?”, track each step with a rectangle
- Track decisions/variations with trapezoids, use connectors to connect steps, keep best case scenarios running horizontally
- Click on shapes and connectors to add text
- Continue until scope end is reached
- Add text box with title & date completed
- Move things and add boxes as you remember them

Questions? Contact lean@fcgov.com