

What is a Flow Chart ?

- An organized combination of shapes, lines, and text that graphically illustrates a process or structure
- A pictorial representation showing all of the steps of a process

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What is a Flowchart used for ?

- Defining and analyzing processes
- Building a step-by-step picture of the process for analysis, discussion, or communication purposes
- Defining, standardizing, or finding areas for improvement in a process

Crystal Clear Communication

- Flowcharts are recognized as one of the most important ways to effectively communicate ideas between people who may differ in knowledge, education, and position
- Without flowcharts, you can spend a ton of energy explaining how the process is to be done!

Crystal Clear Communication

- Once a Flow Chart is completed it can then be used for:

Training
 Troubleshooting
 Testing
 Inspecting a process

Defining Flow Chart Symbols

- There are no "one" definition for flowcharting symbols
- There are some guidelines for commonly used symbols
- Just be sure that when using these symbols you are consistent with their meaning

Generally Accepted Meanings

The **Terminal** represents the start and end of the flowchart



The **Process Symbol** represents any process, function, or action and is the most frequently used symbol in flowcharting



Generally Accepted Meanings

The **Document Symbol** is used to represent any type of hard copy input or output (i.e. reports)



Off-page Connector Symbols are used to indicate the flow chart continues on another page. Often the page number is placed in the shape for easy reference



Generally Accepted Meanings

The Input/Output Symbol represents data that is available for input or resulting from processing (i.e. customer database records)



The Decision Symbol is a junction where a decision must be made. A single entry may have any number of alternative solutions, but only one can be chosen

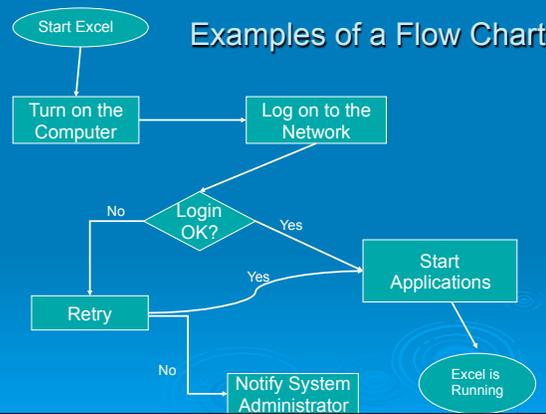


Generally Accepted Meanings

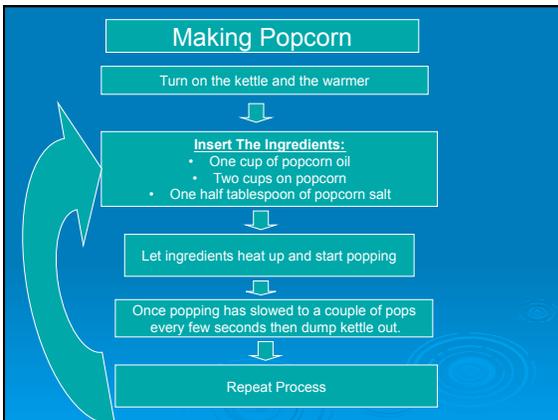
The **Connector Symbol** represents the exit to, or entry from, another part of a related flow chart. It is usually used to break a flow line that will be continued elsewhere.



Examples of a Flow Chart



Making Popcorn



Flowchart

