

DO'S AND DON'TS OF CREATING PROCESS MAPS



TOPIC: DO'S AND DON'TS OF CREATING PROCESS MAPS



DO map the process as it actually happens

DON'T map the process as you think it happens or as you think it ought to happen

DO think about the process across the entire organization

DON'T restrict your process map to the activities in your own department

DO talk to the other people who are involved in the process

DON'T work in vacuum

DO define the beginning and end of the process before you start

DON'T attempt to process map before you identify a beginning and an end

DO the process map at a high level

DON'T get bogged down with too much detail

DO ask questions

DON'T struggle on your own