**Workflow Template**

1. Define and name your workflow. This chart is being provided to help with organizing your processes.
2. How does this workflow begin? Do you receive something (an order/book/file), or do you routinely/periodically start the process?
3. What steps are involved? Indicate an overview of steps involved. Add rows as needed. Details can be added to written documentation, but are not needed here. Alternately, you can write your steps out on a separate piece of paper.
4. When do you have to make decisions and what decisions are those? Indicate which steps require decisions.
5. How do decisions affect the steps of the workflow? Show how decisions affect the workflow. A yes or no decision will result in different steps, but should come back together in most cases.
6. How does your workflow end? Are you the last step in the process or do you hand off processing to another unit?

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|  | **Description** | **Decision Point Details** | **Adjustments** | **Notes** |
| **Name/Title** |  |  |  |  |
| **Beginning Point** |  |  |  |  |
| **Step 1** |  |  |  |  |
| **Step 2** |  |  |  |  |
| **Step 3** |  |  |  |  |
| **Step 4** |  |  |  |  |
| **Step 5** |  |  |  |  |
| **Step 6** |  |  |  |  |
| **Add steps as needed** |  |  |  |  |
| **End of process** |  |  |  |  |