

Shape Basics



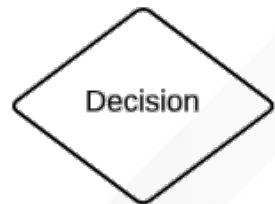
Terminator

Process Boundaries. These boxes start and end a process map. Should be labeled as “start” and “end”



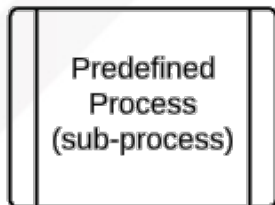
Process Step

Action in the process that is manually performed. Should always be worded in a “verb-object” format.



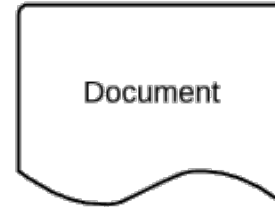
Decision

Process Branching Decision point – Arrows labeled yes or no only. Effort should be made to keep formatting synced. Ideally “yes” to the right and “no” going down.



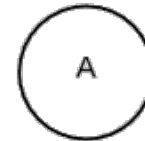
Predefined Process
(sub-process)

Identifies a named sub-process that has multiple steps but detailed extrapolation is not necessary.



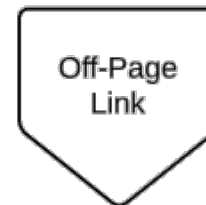
Document

Indicates that a written document is prepared or used at that step of the process. This shape should be labeled with the document name.



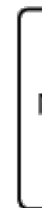
A

On Page Connectors link to another location within the same process map. Use A,B ,C, etc.



Off-Page
Link

Off- page connectors link to other processes and process maps stored in other locations



Note

Callouts that allow you to add additional information to the process step box. These should be used sparingly and only when materially relevant information is needed.