

Process Mapping

FOR EFFICIENCY & CROSS-TRAINING

PRESENTED BY

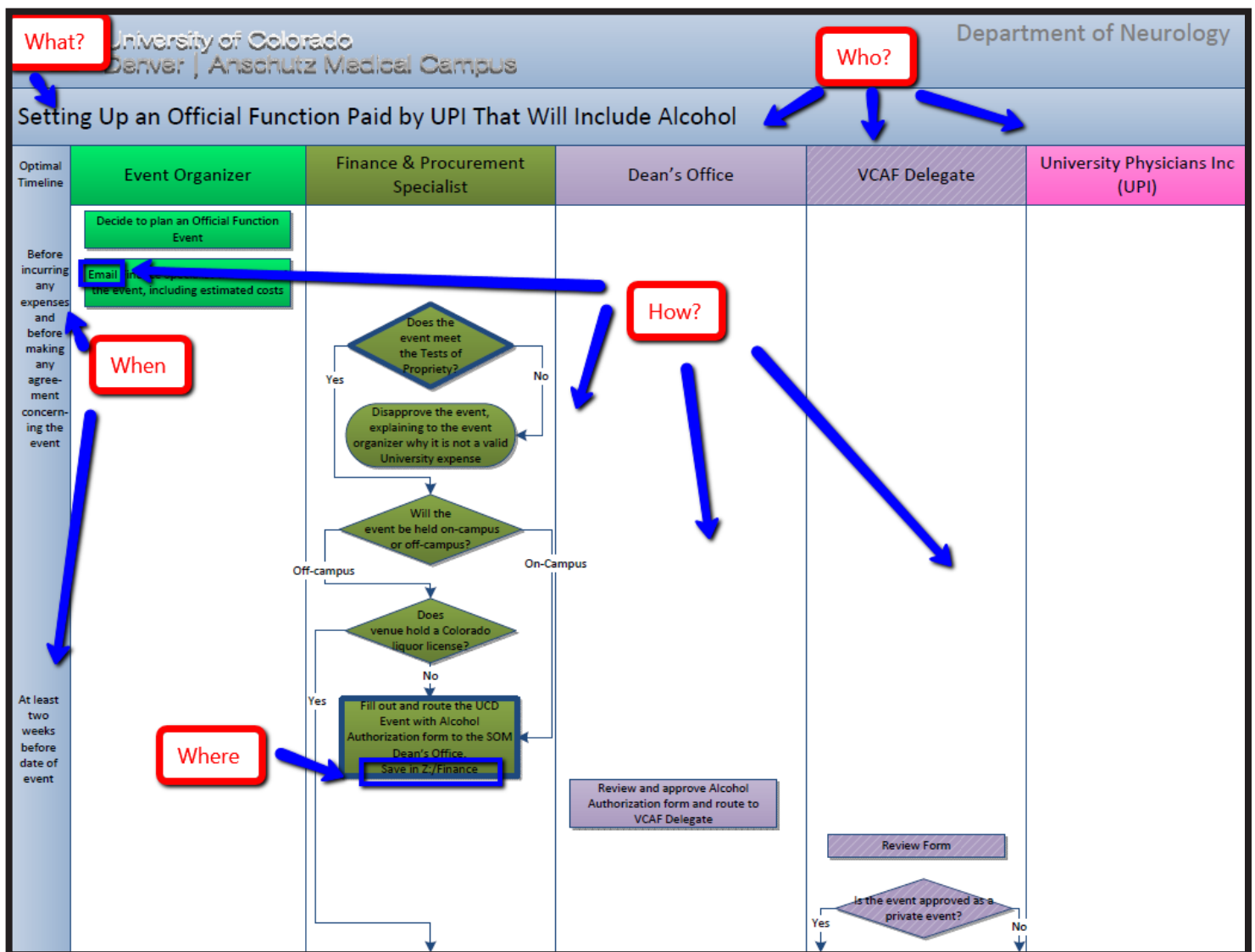
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PROCESS MAPPING

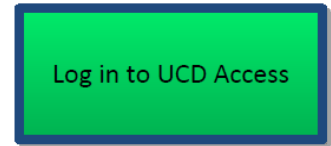
Process Maps are visual diagrams of organization and cross-organization functions – they are essentially swim lane diagrams that describe in a visual fashion the tasks, decisions, and timeline of specific departmental functions, by each participant in the function:



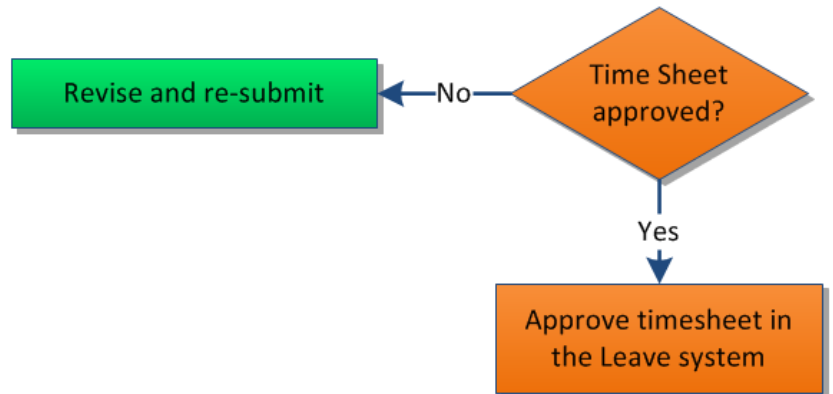
PROCESS MAPPING

When should you create a process map? If you were training your replacement (who is brand new to his or her job), is this task something you would show him/her how to do? If yes, create a process map!

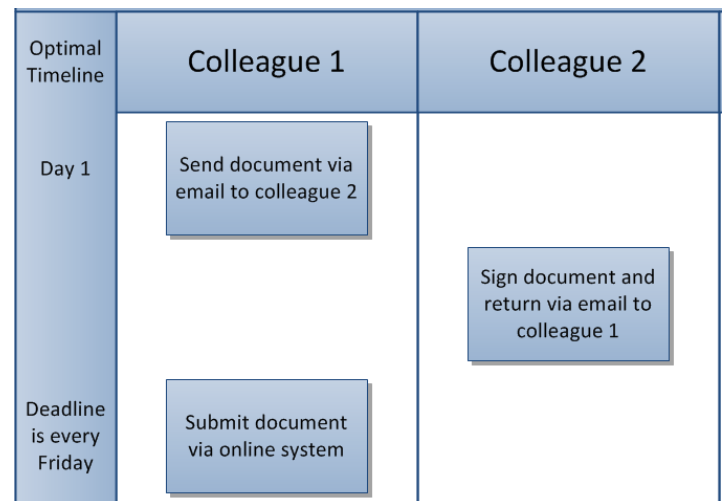
- When using a hyperlink, the border around the task box should be weighted to 3 pt.



- When mapping a decision, use the diamond “decision” task box and connectors.



- Add all relevant deadlines to the Optimal Timeline.
- If one task must happen before the next can occur, the first task should appear above the second.



- When linking to a document (.doc, .xls, .pdf, etc) use the “document” task box



- Create and follow a color code system so that personnel roles are easily identifiable.
- Create and use a template in MS VISIO.
- Review and update process maps often!

PROCESS MAPPING RESOURCES

<https://neurologyevent.ucdenver.edu/processmap/>

For users who don't have UC DENVER account, they can log in using the local account below.

Username: neuromap

Password: Processmap17 (*capital P*)

www.Lynda.com

Visio courses available through CU Employee portal

Flow chart freeware

<https://draw.io>

Visio pro (\$13/mo.)

https://products.office.com/en-us/Visio/microsoft-visio-pro-for-office-365?WT.mc_id=AID522514_SEM_4xYGC7RC

Blank template (PDF)

<https://neurologyevent.ucdenver.edu/documents/Visio-template.pdf>

Blank Template (Visio)

<https://neurologyevent.ucdenver.edu/documents/ed-processMapTemplate.vsd>

The Checklist Manifesto: How to Get Things Right:

https://www.amazon.com/Checklist-Manifesto-How-Things-Right/dp/0312430000/ref=sr_1_1?ie=UTF8&qid=1496357479&sr=8-1&keywords=checklist+manifesto

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