## SWIMLANES [ADD PROCESS TITLE HERE]

**Use this method when** you want to create a process flow diagram that visually distinguishes job sharing and responsibilities for business processes.

## About this activity

A note for the facilitator:

Identify the lanes. Decide what divisions you need represented by each swimlane and label them.

Start your chart. Define the starting point of the process. Add a rounded rectangle to the top of the appropriate swim lane to indicate its starting point and label it.

Add steps. Each step should be connected to the one before it with a line. To draw steps in the same swimlane, go from top to bottom. To add a step in another division, go from left to right. With each step, describe what it represents until you reach the end of the process. The arrows between the steps indicate the transfer of information or flow.



