**Workflow Process Chart Template**

**How to Use:** See *Workflow and Process Analysis* in CCC Toolkit.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workflow Process Chart | | | | | | | | | | | | | | | |
| Process:  ❑ Present ❑ Proposed | | | | | | | | Analysis (🗸) | | | | | | | Performed by:  Date: |
| **Operation** | **Transportation** | **Inspection** | **Decision** | **Delay** | **Storage** | **Time** | **Quantity** | | Why is it done this way? | | | | | |  |
|  |  |  |  |  |  |  |  | | Why is it done by this person? | | | | |  |  |
|  |  |  |  |  |  |  |  | | Why is it done at this time? | | | |  |  |  |
|  |  |  |  |  |  |  |  | | Why is it done at this location? | | |  |  |  |  |
|  |  |  |  |  |  |  |  | | Why is it done – is it necessary? | |  |  |  |  |  |
|  |  |  |  |  |  |  |  | | **Details of present/proposed process:** |  |  |  |  |  | Notes |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |
| ⭘ | ⇨ | □ |  | D | ▽ |  |  | |  |  |  |  |  |  |  |

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