

FLOWCHART

HOW-TO

A flowchart is a visual map of a process that shows each step and transition in a process, from start to finish.

Basic Flowchart Symbols



Steps to Create a Flowchart

1. **Title the Process.**
2. **Identify the start and end points.** Example:
 - Start: Schedule a program meeting
 - End: Conduct program meeting.
3. **Fill in the steps.** Identify all action and decision steps.

Parent-Caregiver Communication Process Example

- **Action** Step 1: Schedule a program meeting.
- **Action** Step 2: Email parents and caregivers about the program meeting (three weeks before).
- **Action** Step 3: Send a reminder email to parents and caregivers (one week before).
- ◆ **Decision** Step: Did a parent or caregiver reply to either email with questions?
 - Yes: Send a response email.
 - No: Conduct program meeting.

