INTERIM REALIGNMENT FLOWCHART INSTRUCTIONS

Each CCP department or representative body should submit an internal process flowchart. The following information and instructions will help CCP members complete the internal process flowcharts for their department. Email completed drafts to Melissa Wagner at mwagner@co.sanmateo.ca.us by 5:00 pm on Wednesday, 09/07/11.

Purpose:
The purpose of an internal process flowchart is to transform a department's plan for realignment implementation from a general plan to a high-level process map. By creating the flowcharts, the CCP will accomplish the following objectives:

1. Document internal processes in standardized template.
2. Identify related processes among State, County and community entities.
3. Identify gaps in planning and implementation.
4. Guide partners and stakeholders.
5. Generate information that will be incorporated into the CCP flowchart.

What:
A horizontal flowchart emphasizes a department's *internal process*

How to complete flowchart:

1. Word document

2. In the "View" drop down menu, select "Toolbars" and check the "Drawing" toolbar

3. The "Drawing" toolbar will appear at the bottom left of your screen

4. Click on "AutoShapes"

5. Select "Flowchart" shapes
    a. Rounded box: indicates the trigger (start) and the target (end) of a process
    b. Rectangle: indicates a step or action in a process
    c. Diamond: indicates a decision in a process (yes/no)
    d. Circle: indicates a point in a process that connects (eventually hyperlinks) to another (micro)process and refers audience to an auxiliary flowchart that contains more detailed information about a particular step/action.

6. Under "AutoShapes" select "Lines" and use arrows as needed to indicate relationship(s) between steps in the process.

7. Direct questions to Melissa Wagner at mwagner@co.sanmateo.ca.us or (650) 312-5219.