

Process Map Workshop Preparation Checklist



Identify the Process Owner	<input type="checkbox"/>
Identify the Key Stakeholders for the process	<input type="checkbox"/>
Observe the process you are going to map where it happens	<input type="checkbox"/>
Create Process Mapping Plan	<input type="checkbox"/>
Identify process inputs and outputs	<input type="checkbox"/>
Create a high level SIPOC diagram of the process	<input type="checkbox"/>
Align on the start and end points of the process to be mapped	<input type="checkbox"/>
Meet with process stakeholders before Process Mapping Workshop	<input type="checkbox"/>
Send meeting invitations to participants, ensure you have sufficient participation	<input type="checkbox"/>
Book a room for the Workshop with a large open wall	<input type="checkbox"/>
Prepare overview of process mapping presentation for participants	<input type="checkbox"/>
Gather Process Mapping supplies (roll of paper, sticky notes, sharpies, painter's tape)	<input type="checkbox"/>
Set up Parking Lot for improvement ideas	<input type="checkbox"/>
Draw swimlane lines on the Process Map paper	<input type="checkbox"/>
Identify key roles for the Swimlane Process Map	<input type="checkbox"/>

Process Map Workshop Execution Checklist



Establish the context and opportunity of creating the Process Map	<input type="checkbox"/>
Ensure all participants have the opportunity to contribute to mapping the process	<input type="checkbox"/>
Observe the process you are mapping as it happens with the workshop participants	<input type="checkbox"/>
Map out the Current State Process step by step on the wall using sticky notes	<input type="checkbox"/>
Capture one action in the process per sticky note	<input type="checkbox"/>
Capture the "9 times out of 10" way the process works as the Current State Process	<input type="checkbox"/>
Identify Process Waste	<input type="checkbox"/>
Identify Value Added, Non-Value Added and Non-Value Added and Required Activities	<input type="checkbox"/>
Measure or Estimate Process Cycle Time	<input type="checkbox"/>
Identify Process Bottlenecks	<input type="checkbox"/>
Identify Process Handoffs	<input type="checkbox"/>
Identify process documentation used through the process	<input type="checkbox"/>
Capture improvement ideas in the Parking Lot	<input type="checkbox"/>
Brainstorm improvement ideas for the Future State	<input type="checkbox"/>
Map out the Future State Process step by step on the wall using sticky notes	<input type="checkbox"/>
Review draft process maps with Process Owner	<input type="checkbox"/>

Process Map Workshop Completion Checklist



Take a photo of the completed Current State and Future State Process Maps	<input type="checkbox"/>
Create electronic versions of the Current State and Future State Process Maps	<input type="checkbox"/>
Review Parking Lot for improvement actions	<input type="checkbox"/>
Capture process improvement actions in an Action Register	<input type="checkbox"/>
Review Process Maps with Key Stakeholders	<input type="checkbox"/>
Create Process Narrative	<input type="checkbox"/>
Save electronic Process Maps in a public location	<input type="checkbox"/>
Implement process improvement actions from the Action Register	<input type="checkbox"/>
Update process documentation (procedures, training documents, etc)	<input type="checkbox"/>