

Swim Lane Process Map Template Excel

Karen Martin, Mike Osterling

Metrics-Based Process Mapping Karen Martin, Mike Osterling, 2012-10-22 Metrics-Based Process Mapping (MBPM) is a tactical-level, visual mapping approach that enables improvement teams to make effective, data-based decisions regarding waste elimination and measure ongoing process performance. The mapping technique, often used to drill down from a value stream map, integrates the functional orientation of traditional swim-lane process maps with time and quality metrics that are essential for designing improved processes. Building on the success of its popular predecessor, *Metrics-Based Process Mapping: An Excel-Based Solution*, this book takes readers to the next level in understanding processes and process improvement. Included with the book is an interactive macro-driven Excel tool, which allows users to electronically capture their current and future state maps. The tool also audits the maps for completeness, summarizes the metrics, and auto-calculates the improvements. Improvements to this version include: Foundational content about processes—what they are and how they vary A description of the difference between value-stream and process-level maps New content about how to bridge the gap between your current state and your desired future state Tips for effective team formation and mapping facilitation An implementation plan for those using the mapping methodology as a standalone tool and not part of a Kaizen Event The Excel-based tool included on the accompanying CD provides readers with a user-friendly way to electronically archive manually created maps in team settings for easier storage and distribution across your entire organization. While current and future state MBPMs are initially created during team-based activities using butcher paper and post-its, the electronic maps serve as standard work documentation for the improved process, enabling training, communication, and process monitoring activities. This flexible, user-friendly tool includes: A custom toolbar that simplifies map creation and editing Automated calculation of key metrics An audit feature to prevent mapping errors The ability to simulate how improvements will impact staffing requirements System Requirements: The tool is intended for use on PCs using Excel 2003 or later—it will NOT function with earlier versions of Excel, or on Macintosh computers. View a demo of the Excel tool at: www.mbpmapping.com

The Basics of Process Mapping Robert Damelio, 2011-05-11 This book provides how-to guidance and examples for three types of maps, namely relationship map, cross-functional process map, and flowchart. It helps readers to effectively apply all three types of maps to make work visible at the organization, process, and job/performer levels.

Metrics-Based Process Mapping Karen Martin, Mike Osterling, 2012-10-22 Metrics-Based Process Mapping (MBPM) is a tactical-level, visual mapping approach that enables improvement teams to make effective, data-based decisions regarding waste elimination and measure ongoing process performance. The mapping technique, often used to drill down from a value stream map, integrates the functional orientation of traditional swim-lane process maps with time and quality metrics that are essential for designing improved processes. Building on the success of its popular predecessor, *Metrics-Based Process Mapping: An Excel-Based Solution*, this book takes readers to the next level in understanding processes and process improvement. Included with the book is an interactive macro-driven Excel tool, which allows users to electronically capture their current and future state maps. The tool also audits the maps for completeness, summarizes the metrics, and auto-calculates the improvements. Improvements to this version include: Foundational content about processes—what they are and how they vary A description of the difference between value-stream and process-level maps New content about how to bridge the gap between your current state and your desired future state Tips for effective team formation and mapping facilitation An implementation plan for those using the mapping methodology as a standalone tool and not part of a Kaizen Event The Excel-based tool included on the accompanying CD provides readers with a user-friendly way to electronically archive manually created maps in team settings for easier storage and distribution across your entire organization. While current and future state MBPMs are initially created during team-based activities using butcher paper and post-its, the electronic maps serve as standard work documentation for the improved process, enabling training, communication, and process monitoring activities. This flexible, user-friendly tool includes: A custom toolbar that simplifies map creation and editing Automated calculation of key metrics An audit feature to prevent mapping errors The ability to simulate how improvements will impact staffing requirements System Requirements: The tool is intended for use on PCs using Excel 2003 or later—it will NOT function with earlier versions of Excel, or on Macintosh computers. View a demo of the Excel tool at: www.mbpmapping.com

Quality Improvement, An Issue of Clinics in Perinatology, E-Book Heather C. Kaplan, Mushish Gupta, 2023-05-19 In this issue of *Clinics in Perinatology*, guest editors Drs. Heather C. Kaplan and Munish Gupta bring their considerable expertise to the topic of Quality Improvement. In recent years, the growing use of quality improvement (QI) methods to apply evidence-based practices to clinical care has resulted in a greater penetration of QI methods in neonatal intensive care units across the world and a more sophisticated appreciation of how best to use them. This issue provides important updates in these areas as well as looks at the future of QI in perinatology. Contains 15 practice-oriented topics including frameworks for quality improvement: Lean Six Sigma and the model for improvement in perinatology; sustaining improvement in perinatology; recent progress in global health quality improvement in perinatology; measuring equity for quality improvement in perinatology; pursuing equity for all mothers and newborns through population health: the role of perinatal

quality collaboratives; and more. Provides in-depth clinical reviews on quality improvement in perinatology, offering actionable insights for clinical practice. Presents the latest information on this timely, focused topic under the leadership of experienced editors in the field. Authors synthesize and distill the latest research and practice guidelines to create clinically significant, topic-based reviews.

Metrics-Based Process Mapping Karen Martin, Mike Osterling, 2008-08-07 Metrics-Based Process Mapping (MBPM) is a methodology that was developed to support the adoption of lean practices in office, service, and technical environments. Designed and developed by lean practitioners, this technique integrates the functional orientation of conventional swim-lane process maps with the time and quality metrics used in value stream mapping. While MBPM can be used to help improve any cross-functional process, it is an especially effective means for understanding and acting on office, service, and technical process improvement opportunities identified during value stream mapping. View a presentation of this valuable tool in action - <http://vimeo.com/27016122> This CD provides improvement teams with an Excel-based solution to electronically archive and distribute current and future state MBPMs created with paper and Post-it® notes. This flexible user-friendly tool includes: A custom toolbar that enables mapping-related functionality, including the ability to insert, reorder, or remove steps and functions Automated calculation of key process performance metrics An audit tool that ensures a map contains the data required to auto-calculate the metrics needed to compare process performance from the current to the projected future state Easy to use with no installation necessary, the tool requires only basic Excel experience. It includes a detailed step-by-step instruction guide that walks users through the process of creating a metrics-based process map. System Requirements: The tool is intended for use on PC's using Excel 2003 or later; it will NOT function with earlier versions of Excel, or on Macintosh computers.

APICS, the Performance Advantage, 2005

Visualize Complex Processes with Microsoft Visio David J Parker, Senaj Lelic, 2023-05-12 Streamline your business by creating clear, concise process diagrams with Microsoft Visio, and share them securely for viewing, reviewing, and collaboration Purchase of the print or Kindle book includes a free PDF eBook Key Features Learn built-in diagram types or create custom ones to describe flow steps effectively Unlock the skills and techniques needed to efficiently and speedily capture and communicate complex flows Understand how to store securely, integrate with other apps, and import and export flow steps Book Description Every business has process flows, but not all of them are fully described to or verified for accuracy with each stakeholder. This not only presents a risk for business continuity but also removes the ability to make insightful improvements. To make these complex interactions easy to grasp, it's important to describe these processes visually using symbology that everybody understands. Different parts of these flows should be collaboratively developed and stored securely as commercial collateral. *Visualize Complex Processes with Microsoft Visio* helps you understand why it is

crucial to use a common, systematic approach to document the steps needed to meet each business requirement. This book explores the various process flow templates available in each edition of Microsoft Visio, including BPMN. It also shows you how to use them effectively with the help of tips and techniques and examples to reduce the time required for creating them, as well as how you can improve their integration and presentation. By the end of this book, you'll have mastered the skills needed to create data-integrated business flowcharts with Microsoft Visio, learned how to effectively use these diagrams collaboratively, but securely, and understood how to integrate them with other M365 apps, including Excel, Word, PowerPoint, and Power Automate. What you will learn

- Choose an appropriate flowchart diagram type to describe process steps
- Develop the skills to efficiently use Visio to draw process flowcharts
- Discover how to create process flows diagrams to meet the BPMN standard
- Find out how to synchronize Excel tables with Visio process flowcharts
- Store flowcharts that can also be used for collaboration securely
- Understand how to export flowcharts and data to other M365 apps
- Discover how Visio ShapeSheet functions can increase productivity

Who this book is for If you're a manager, analyst, or designer of business processes, then this book will help you create professional process diagrams effectively and consistently to improve the accuracy of communication and facilitate impactful insights. This book will also be useful for beginners or power users who are seeking tips and techniques to capture process flows from context and customize diagrams to meet academic as well as corporate standards.

The Influencing Formula Elizabeth Larson, Richard Larson, 2012-10-01 Today's global business environment is complex. Organizations find it a challenge to keep pace with rapid advancements. Business analysts, project managers, process analysts and other information workers have to influence various stakeholders, regardless of their position in the organization. What makes this ability to influence without authority seem so easy for some and nearly impossible for others? Successful influencers have learned to be trusted advisors in their organizations. They employ three critical ingredients which the authors call the Influencing Formula. This book reveals how the Influencing Formula works and illustrates how it is the new mandate required to effectively influence without authority in any type of organization, large or small.

Detail Process Charting Ben B. Graham, 2004-07-29 Praise for Detail Process Charting A must-read for any competitive organization, *Detail Process Charting: Speaking the Language of Process* provides a comprehensive, yet clear, explanation of how to utilize one of the most powerful tools available to improve work processes. [Graham] has successfully integrated the history, success stories, and wisdom of those in the field who have applied this time-tested tool. -Jim Denyes, Training Manager Naval Occupational Safety and Health, and Environmental Training Center Author, *Work Smarter, Not Harder* This book will be a valuable resource for all those interested in work simplification and its implementation. Excellent answers to the 'who,' 'what,' 'when,' 'how,' and 'why' of work simplification are provided in an understandable and very useful level of detail. Graham has obviously 'been there, done that.' -John A. Roberts III, Adjunct Professor School of Business

Administration, University of Dayton The keys to this approach . . . are the involvement of the workers and the simplicity of the charting approach. Even those participants who have never seen a process chart can almost instantly see how the process works, their role in it, and how it can be improved. This level of involvement means continuous buy-in, which significantly improves the chances of success. The emphasis on the document as the key process element and the ability to diagram the document to flow easily, rapidly, and clearly set this approach apart from all the others. -Fredric D. Heilbronner, Director of Systems Consulting, eForms Digital Consulting & Software Services, Inc. Much has been written about charting and business systems analysis, but I have not seen anything as comprehensive and clear as Ben Graham's book. Writing in simple, easy-to-follow language with plentiful illustrations and practical examples, this book takes the reader through the full spectrum of the charting process from initial analysis to managing charting libraries. This book is a must-have for all process improvement analysts and managers wanting to improve their organizational efficiency. -Robert Barnett, Managing Director Robert Barnett and Associates Pty. Ltd.

Microsoft Visio 2016 Step By Step Scott A. Helmers, 2015-12-16 The quick way to learn Microsoft Visio 2016! This is learning made easy. Get more done quickly with Visio 2016. Jump in wherever you need answers--brisk lessons and colorful screenshots show you exactly what to do, step by step. Get results faster with starter diagrams Diagram processes, organizations, networks, and datacenters Add styles, colors, and themes Enhance diagrams with data-driven visualizations Link to external data sources, websites, and documents Add structure to diagrams with containers, lists, and callouts Validate flowchart, swimlane, and BPMN diagrams Collaborate and publish with Visio Services and Microsoft SharePoint 2016 Look up just the tasks and lessons you need

Executing Data Quality Projects Danette McGilvray, 2021-05-27 Executing Data Quality Projects, Second Edition presents a structured yet flexible approach for creating, improving, sustaining and managing the quality of data and information within any organization. Studies show that data quality problems are costing businesses billions of dollars each year, with poor data linked to waste and inefficiency, damaged credibility among customers and suppliers, and an organizational inability to make sound decisions. Help is here! This book describes a proven Ten Step approach that combines a conceptual framework for understanding information quality with techniques, tools, and instructions for practically putting the approach to work - with the end result of high-quality trusted data and information, so critical to today's data-dependent organizations. The Ten Steps approach applies to all types of data and all types of organizations - for-profit in any industry, non-profit, government, education, healthcare, science, research, and medicine. This book includes numerous templates, detailed examples, and practical advice for executing every step. At the same time, readers are advised on how to select relevant steps and apply them in different ways to best address the many situations they will face. The layout allows for quick reference with an easy-to-use format highlighting key concepts and definitions, important

checkpoints, communication activities, best practices, and warnings. The experience of actual clients and users of the Ten Steps provide real examples of outputs for the steps plus highlighted, sidebar case studies called Ten Steps in Action. This book uses projects as the vehicle for data quality work and the word broadly to include: 1) focused data quality improvement projects, such as improving data used in supply chain management, 2) data quality activities in other projects such as building new applications and migrating data from legacy systems, integrating data because of mergers and acquisitions, or untangling data due to organizational breakups, and 3) ad hoc use of data quality steps, techniques, or activities in the course of daily work. The Ten Steps approach can also be used to enrich an organization's standard SDLC (whether sequential or Agile) and it complements general improvement methodologies such as six sigma or lean. No two data quality projects are the same but the flexible nature of the Ten Steps means the methodology can be applied to all. The new Second Edition highlights topics such as artificial intelligence and machine learning, Internet of Things, security and privacy, analytics, legal and regulatory requirements, data science, big data, data lakes, and cloud computing, among others, to show their dependence on data and information and why data quality is more relevant and critical now than ever before. Includes concrete instructions, numerous templates, and practical advice for executing every step of The Ten Steps approach Contains real examples from around the world, gleaned from the author's consulting practice and from those who implemented based on her training courses and the earlier edition of the book Allows for quick reference with an easy-to-use format highlighting key concepts and definitions, important checkpoints, communication activities, and best practices A companion Web site includes links to numerous data quality resources, including many of the templates featured in the text, quick summaries of key ideas from the Ten Steps methodology, and other tools and information that are available online

Metrics-based Process Mapping Karen Martin, Mike Osterling, 2013

Process Discovery Best Practices Using IBM Blueworks Live Joshua King, Nachiappan Chidambaram, Peter Lee, Philipp Schume, David Teran, IBM Redbooks, 2014-10-29 Business processes and decisions are the backbone of every company, from the small to the Fortune 50; it is how the business runs. It is these processes and decisions that can create competitive advantage, help a company react more quickly to changing trends, or drag them down because the processes do not serve the business and allow agility. The first step in building business agility is to understand how the business works today; What are my processes? What are the decisions we are making and how do we make them? Understanding these processes and decisions can allow a company to improve, streamline, and increase efficiency. Capturing business processes can be a daunting task. Adding to that burden is learning the tool of choice for capturing those processes. This book helps the audience ramp up more quickly to a fully functional process analyst by explaining all of the features of IBM Blueworks Live™ and how best to use them. This IBM® Redpaper™ was written with a non-technical audience in mind. It is intended to help business users, subject matter experts, business analysts, and business managers get started with discovering,

documenting, and analyzing the processes and decisions that are key to their company's business operations.

Visual Models for Software Requirements Anthony Chen, Joy Beatty, 2012-07-15 Apply best practices for capturing, analyzing, and implementing software requirements through visual models—and deliver better results for your business. The authors—experts in eliciting and visualizing requirements—walk you through a simple but comprehensive language of visual models that has been used on hundreds of real-world, large-scale projects. Build your fluency with core concepts—and gain essential, scenario-based context and implementation advice—as you progress through each chapter. Transcend the limitations of text-based requirements data using visual models that more rigorously identify, capture, and validate requirements Get real-world guidance on best ways to use visual models—how and when, and ways to combine them for best project outcomes Practice the book's concepts as you work through chapters Change your focus from writing a good requirement to ensuring a complete system

Microsoft Visio 2013 Step By Step Scott A. Helmers, 2013-05-15 The smart way to learn Microsoft Visio 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to create professional-looking business and technical diagrams with Visio 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Create dynamic organization charts with Visio Make charts with wizards or build them by hand Build drawings using Visio themes and effects Use data-driven drawings in Microsoft SharePoint Import, manipulate, and visualize business data Draw and then execute SharePoint 2013 workflows

Statistics Using Excel Succinctly Charles Zaiontz, 2017-02-01 Learn the ins and outs of Microsoft Excel's statistical capabilities. Author Charles Zaiontz will help you familiarize yourself with an often overlooked but very powerful set of tools. With *Statistics Using Excel Succinctly*, you will be able to maximize your Excel skills.

Business Process Management with Jboss Jbpm Matt Cumberlidge, 2007-07-30 A Practical Guide for Business Analysts

Professional Workflow in SharePoint 2010 Paul J. Galvin, Udayakumar Ethirajulu, Chris Beckett, Peter Ward, Mark Miller, 2011-11-08 SharePoint MVPs offer practical WF4 guidance for SharePoint 2010 developers With the new Workflow Foundation 4 (WF4) toolkit in SharePoint 2010, companies have new ways to build custom solutions for common or frequent business processes. This unique book is packed with instructions and tips that show you how. You'll use WF4 to create and implement office-practical apps such as expense report approvals, RFPs, sale pipeline management, and more. The book also covers how to design custom activities with SharePoint Designer 2010. Explains how to build business solutions using the Workflow Foundation 4 toolkit in SharePoint 2010 Shows even non-IT readers how to create and implement processes such as sales pipeline management, creating and managing RFPs, setting up a conference room scheduling solution across a multi-national company, and more Explores the basics vital to all process design: system analysis, researching requirements,

and basic design considerations Includes a SharePoint 2007 template for Training and Scheduling; the book walks you through how to upgrade that to 2010 and extend it with new features Create the processes your business needs with SharePoint 2010's new Workflow 4 and this practical guide.

The Kaizen Event Planner Karen Martin, Mike Osterling, 2017-07-27 Kaizen Events are an effective way to train organizations to break unproductive habits and adopt a continuous improvement philosophy while, at the same time, achieve breakthrough performance-level results. Through Kaizen Events, cross-functional teams learn how to make improvements in a methodological way. They learn how to quickly study a process,

Value Stream Mapping: How to Visualize Work and Align Leadership for Organizational Transformation Karen Martin, Mike Osterling, 2013-10-25 The first of its kind—a Value Stream Mapping book written for those in service and office environments who need to streamline operations Value Stream Mapping is a practical, how-to guide that helps decision-makers improve value stream efficiency in virtually any setting, including construction, energy, financial service, government, healthcare, R&D, retail, and technology. It gives you the tools to address a wider range of important VSM issues than any other such book, including the psychology of change, leadership, creating teams, building consensus, and charter development. Karen Martin is principal consultant for Karen Martin & Associates, LLC, instructor for the University of California, San Diego's Lean Enterprise program, and industry advisor to the University of San Diego's Industrial and Systems Engineering program. Mike Osterling provides support and leadership to manufacturing and non-manufacturing organizations on their Lean Transformation Journey. In a continuous improvement leadership role for six years, Mike played a key role in Square D Company's lean transformation in the 1990s.

This book delves into Swim Lane Process Map Template Excel. Swim Lane Process Map Template Excel is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Swim Lane Process Map Template Excel, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 3: Swim Lane Process Map Template Excel in Everyday Life
 - Chapter 4: Swim Lane Process Map Template Excel in Specific Contexts
 - Chapter 5: Conclusion

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