

DOCUMENTATION & PROCESS MAPPING



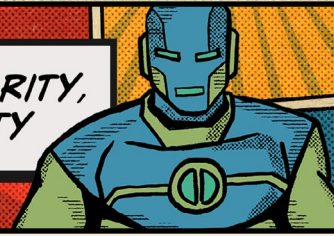
STANDARDIZE WORKFLOWS, ENHANCE COLLABORATION, AND DRIVE QUALITY WITH DOCUMENTATION & PROCESS MAPPING

Effective documentation and process mapping are foundational to building transparent, efficient, and improvement-ready systems. **Properly documented procedures** ensure consistency, compliance, and clarity across teams. **Visual process maps like flowcharts and SIPOC diagrams** help identify inefficiencies, streamline workflows, and empower teams to engage in continuous improvement. Start with these key steps to document and map effectively.

7 STEPS TO DOCUMENTATION & MAPPING

1. **Clarify Purpose and Scope:** Define what you're documenting: a single procedure, work instruction, or entire workflow. Determine scope—start-to-finish boundaries, intended audience, and format (text vs. visual)
2. **Gather Key Content and Stakeholders:** Identify contributors—process performers, reviewers, subject matter experts. Collect existing artifacts (e.g., old procedures, forms).
3. **Create Initial Documentation Draft:** Apply a structured writing approach—clear titles, step-by-step language, version control.
4. **Build a High-Level SIPOC+CM Diagram:** Use SIPOC+CM to outline: Suppliers, Inputs, Process steps, Outputs, Customers, Constraints, and Measures. This sets the context for detailed mapping.
5. **Develop Detailed Process Map/Flowchart:** Translate the SIPOC outputs into a flowchart that includes decisions, inputs/outputs, actors, and timing. Validate by walking through the process with stakeholders.
6. **Refine Documentation & Map Iteratively:** Incorporate feedback to eliminate redundancies. Confirm with the team that both the documentation and visuals reflect real performance.
7. **Deploy, Train, and Maintain:** Share finalized artifacts with users and conduct walkthroughs or training. Establish an update cycle and version control.

WHERE THERE'S CLARITY,
THERE'S QUALITY



5 WAYS TO LEARN MORE!

1. Check out our [Learn About Quality](#) pages for more on [Flowcharts](#), [SIPOC](#), and more.
2. Enjoy these great articles:
 - o [Types of Documentation](#)
 - o [Documentation Structure for Regulatory Compliance](#)
 - o [Mapping Value: A Case Study in AI-Assisted Value Stream Mapping](#)
3. Watch these popular webinars:
 - o [Six Steps for Effective Quality Documentation](#)
 - o [QMS Documentation: Are You Missing a Content Standard?](#)
 - o [How to Write SOPs for Human Error Reduction](#)
 - o [Process and Value Stream Mapping](#)
4. Use this free downloadable [SOP Template and Guide](#) to apply what you've learned.
5. Register for one of our many popular, self-paced e-learning courses on process mapping, documentation, and improvement!

Bonus: Refer to the following page for the **5 Levels of Documentation and Process Mapping**.

ENROLL NOW

DOCUMENTATION & PROCESS MAPPING

