Swimlane flowchart template word

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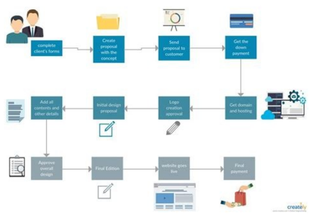
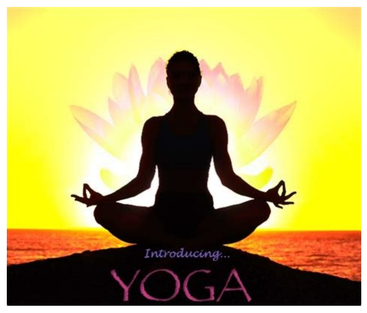
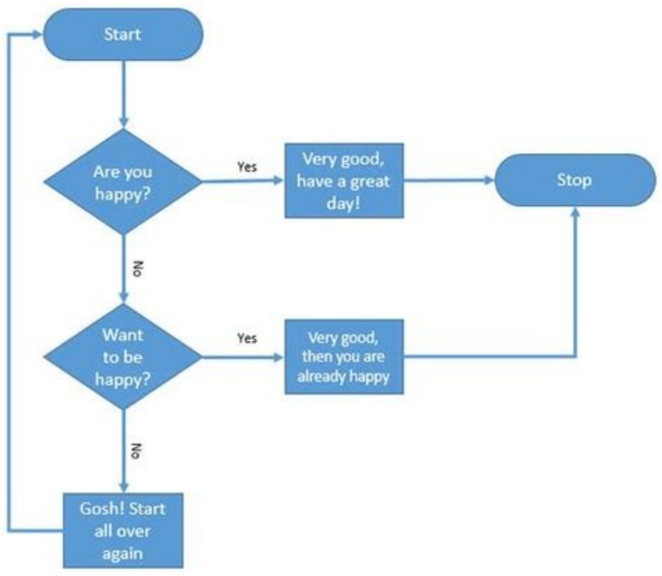






monthly bank statement

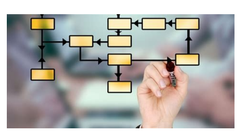
MONTH	PREVIOUS BALANCE	TOTAL DEPOSITS
JUNE	$2,525.54	$5,400.00
YEAR	ENDING BALANCE	TOTAL WITHDRAWLS
2013	$6,550.54	$1,375.00

deposits

deposit no.	date	amount	description	reconciled
1	6/2/2013	$1,500.00	job 1, check 1	yes
2	6/15/2013	$1,200.00	job 2, check 1	yes
3	6/16/2013	$1,500.00	job 1, check 2	yes
4	6/30/2013	$1,200.00	job 2, check 2	yes
TOTAL		$5,400.00		

withdrawals

type	date	amount	for	reconciled
check 1001	6/1/2013	$150.00	electricity	yes
check 1002	6/2/2013	$150.00	water/sewer/garbage	yes
check 1003	6/4/2013	$850.00	mortgage	yes
debit	6/8/2013	$125.00	groceries	yes
ATM	6/9/2013	$100.00	cash	yes
TOTAL		$1,375.00		



Swimlane flowchart symbols meaning. What is a swimlane flowchart. Swim lane flowchart template word. Swimlane charts examples.

Swimlane diagrams are used to visualize and communicate processes and their components. They can enable team members to understand their roles and responsibilities more clearly and make way for better collaboration between departments. In this post, we will show you how you can use a swimlane diagram for your projects and give you swimlane templates and examples for inspiration. If you aren’t familiar with creating swimlanes, you can use Venngage’s Swimlane Flowchart Maker to design effective diagrams. Click to jump ahead: What is a swimlane diagram? A swimlane diagram is a type of flowchart or process flow diagram that outlines a process from start to finish. Mirroring the lanes of a swimming pool, this type of diagram uses horizontal or vertical lanes to divide a process into sections. This helps illustrate who is in charge of each set of steps or actions. Here is an example of a simple swimlane flowchart or diagram that illustrates the step-by-step process for business planning: Swimlane diagrams are also called cross-functional flowcharts because they organize the relationships between functions or departments involved in all the process steps. How do you use a swimlane diagram? Project managers can use a swimlane diagram to elaborate the steps of a complex project and assign the tasks required for its completion. Swimlane diagrams are typically used for projects that cover different departments in order to clearly distinguish the objectives of each department and the individuals within. By using a swimlane diagram, you can promote better communication between departments and help teams work together more easily and efficiently. Return to Table of Contents How to create a swimlane diagram To create a swimlane diagram, you must first familiarize yourself with the shapes and symbols that are used in one. These include: Start/end points. These signal the beginning and end of the process flow and are characterized by a rectangle with rounded corners.Decision shape. It takes the shape of a diamond and symbolizes a question or decision that needs to be made.Activity shape. A rectangle that is used to portray an action or task.Input or Output. A parallelogram that refers to any information that is entered in or produced from the process flow.Document. Represents any document that is needed in the process flow. Shaped like a rectangle with a wavy line at the bottom side.Connector. Small circles that indicate that the diagram is connected to another flowchart. Now, to make your own swimlane diagram, follow these steps: Step 1: Define your goal The first step in creating a swimlane diagram is to identify your objectives or desired outcome for the diagram. Why are you creating a swimlane diagram? Answering this question will help you decide how detailed you need to get in the process. Step 2: Choose a starting point Now, map the start of the process by writing down the first step or task that puts it into motion. It could be a customer placing an order or the team receiving requirements from a client. Enclose the starting point in a rounded rectangle. Step 3: Create swimlane categories Next, define the participating entities for the process. These are the functions or departments that will be performing the steps or tasks in the process and they will serve as your swimlane categories. Create a swimlane for each by drawing horizontal or vertical lines across the document to separate the entities. Label the swimlanes and write the functions either at the top of the page for a vertical swimlane or on the left side for a horizontal swimlane. Step 4: Create the steps Now it’s time to break the process into separate steps. List the tasks that each department needs to take to complete the process. Draw from left to right and if there are multiple steps in one swimlane, list them from top to bottom. Make sure the steps are aligned on the correct swimlane and are in sequential order. Remember to use the correct symbols and shapes for each part of the process flow. Keep enhancing the flow until you reach the end of the process and you come up with a diagram that looks like this: Step 5: Connect and design your diagram Lastly, add connections between the lanes and steps using lines or arrows. Finish your diagram by adding colors to the shapes and symbols to create a distinction between the departments and their corresponding tasks. How to create a swimlane diagram using Venngage’s Swimlane Flowchart Maker If you want to create an actionable swimlane diagram, then the tool you will choose for making the diagram is the most crucial part of the creation process. Whether you’re a designer or not, Venngage’s Swimlane Flowchart Maker can help you create informative and visually appealing swimlane diagrams. The smart editor allows you to easily customize flowchart templates so you can create professionally designed and branded swimlane diagrams. Follow these steps to create a swimlane diagram for free: Sign up to create an accountSelect from our free flowchart templatesAdd or edit the shapes and symbols in your swimlane diagram templateEasily resize and realign the shapes and connecting lines through the drag-and-drop featureAdd finishing touches to your diagram and change the colors, fonts, and icons by choosing from our library. With a Venngage business account, access My Brand Kit and import your logos, brand colors and fonts with just one click. Return to Table of Contents 12 Swimlane diagram examples with use cases Use these swimlane diagram templates and examples to clarify the complex parts of a business process or project: 1. Sales order swimlane diagram This swimlane flowchart template describes the process of receiving and fulfilling a customer purchase order. Featuring 4 different departments, it can be used in a retail setup. 2. Ordering swimlane process flow diagram Here’s another swimlane diagram that depicts the order fulfillment process in an e-commerce setup, with only the customer and the sales manager as the participants. 3. Engineering workflow swimlane diagram This swimlane diagram template depicts the client registration process and can be used in engineering or construction settings. 4. Labor contract swimlane diagram Human resources and recruitment departments can use this swimlane diagram template as a guide for the hiring process. 5. Workflow swimlane diagram Here’s another version of the client swimlane diagram that takes the user through numerous stages from client acquisition to project completion. 6. Retail energy transaction swimlane diagram This swimlane diagram by the Electricity Reliability Council of Texas (ERCOT) shows the process of customers switching providers. It can be used by other electric utility companies in documenting similar processes. Return to Table of Contents 7. Sales process swimlane flowchart Sales and marketing teams can use this swimlane diagram template to guide the process of converting leads into sales. 8. Cyber attack swimlane flowchart This swimlane diagram illustrates how to solve a cyber security issue. It can be used by HR and IT departments to educate employees about cyber attacks. 9. Cafe ordering process swimlane flowchart This swimlane diagram can be used by cafes and restaurants. It features additional columns that depict the different moods of a customer which can affect the ordering process. 10. Lead fulfillment swimlane diagram Consisting of instructions or steps in converting leads, this swimlane diagram template shows how the lead fulfillment process can extend over different departments. 11. Sales quoting approval process swimlane diagram For retail businesses, sales personnel can follow this swimlane diagram when preparing quotations. 12. Website Development Swimlane Flowchart Finally, marketing, management, and IT teams can use this swimlane diagram template for a website redesign project. Return to Table of Contents FAQs about swimlane templates How do you create a swimlane chart in Excel? There are two ways to create a swimlane chart in Microsoft Excel. The first and easier way is to use the SmartArt feature and choose a SmartArt graphic that best resembles the structure of a swimlane diagram. The other way is to use basic shapes and manually draw or design a swimlane diagram. Venngage’s Swimlane Flowchart Maker is still the best tool to use if you want to streamline the creation process using handy templates. Is there a swimlane template in PowerPoint? Powerpoint currently doesn’t offer swimlane diagram templates. As part of the Microsoft Office suite, the only way you can create a swimlane diagram in Powerpoint is via the SmartArt feature or using basic shapes. How do you make a swimlane diagram in Word? Making a swimlane diagram or flowchart in Word involves the same process of using basic shapes or the SmartArt feature. If you want to create a better diagram, Venngage’s Swimlane Flowchart Maker is a tool you can use for free. Return to Table of Contents In conclusion: Use swimlane diagrams to simplify complex processes and keep multiple teams aligned Creating a swimlane diagram can help ensure that business processes and projects are communicated effectively. Easily make a swimlane diagram with Venngage and improve your business planning and project management. Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. Follow these simple steps to create a swimlane diagram in Word, and then discover why building a collaborative swimlane diagram in Lucidchart more efficient. 1. Prepare a new document First, open a new Word document. We recommend changing the page orientation to Landscape mode so you have more room to work with. 2. Create swimlanes Next, create your swimlanes by going to Insert > Shapes and selecting the Rectangle shape. Place one large rectangle shape on the page that will contain your flowchart, then place another smaller rectangle on top that will be the title of the container. Once you have created your first swimlane, group the two shapes by clicking on both of them, right-clicking, and selecting “Group.” Change the color of the shapes as desired. We went ahead and changed the color of our original swimlane. Now, to add more swimlanes, copy and paste the original shape until you have enough lanes to complete your diagram. 3. Label swimlanes Label your swimlanes by creating a text box from the Insert tab. Swimlanes typically represent major participants in a process, such as Administration, Human Resources, Sales, or Client. As you start adding text boxes to your document you will begin to see one of the limitations of Word— that it is difficult to organize your shapes to fit the containers perfectly. 4. Build a flowchart Now that the participants in the process have been determined, you can begin building your flowchart. Add shapes again by going to Insert > Shapes. Use this guide to review how to make a flowchart using the correct shapes. To add text to your flowchart shapes, the easiest way is to right-click on the shape and select “Add Text.” 5. Format shapes After building your flowchart, make it more visually pleasing by improving the color and style of the shapes. Select each shape and customize the colors, font-styles, and much more.

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