# Flowchart Template
# Standard Process Structure

```
                    ┌─────────────────┐
                    │      Start      │
                    └─────────────────┘
                             │
                             ▼
                    ┌─────────────────┐
                    │  Process Step   │
                    └─────────────────┘
                             │
                             ▼
                          ◇ Is the condition met? ◇
```

Start

Process Step

Yes ← Is the condition met? → No

Action if Yes

Action if No

Final Step

End

| Process Name | |
|---|---|
| Owner/Team | |
| Version | |
| Date | |

```
                    ╭─────────────╮
                    │    Start     │
                    ╰──────┬──────╯
                           │
                           ▼
                    ┌─────────────┐
                    │             │
                    │  _____  │
                    │             │
                    └──────┬──────┘
                           │
                           ▼
                    ┌─────────────┐
                    │             │
                    │  _____  │
                    │             │
                    └──────┬──────┘
                           │
                           ▼
                          ◇
   Yes                 ◇     ◇                No
 ┌──────────────◇  _____?  ◇──────────────┐
 │              ◇           ◇                │
 │                 ◇     ◇                   │
 ▼                    ◇                      ▼
┌─────────────┐                    ┌─────────────┐
│             │                    │             │
│ _____  │                    │ _____  │
│             │                    │             │
└──────┬──────┘                    └──────┬──────┘
       │                                  │
       └────────────────┬─────────────────┘
                        │
                        ▼
                 ┌─────────────┐
                 │             │
                 │  _____  │
                 │             │
                 └──────┬──────┘
                        │
                        ▼
                 ╭─────────────╮
                 │     End      │
                 ╰─────────────╯
```
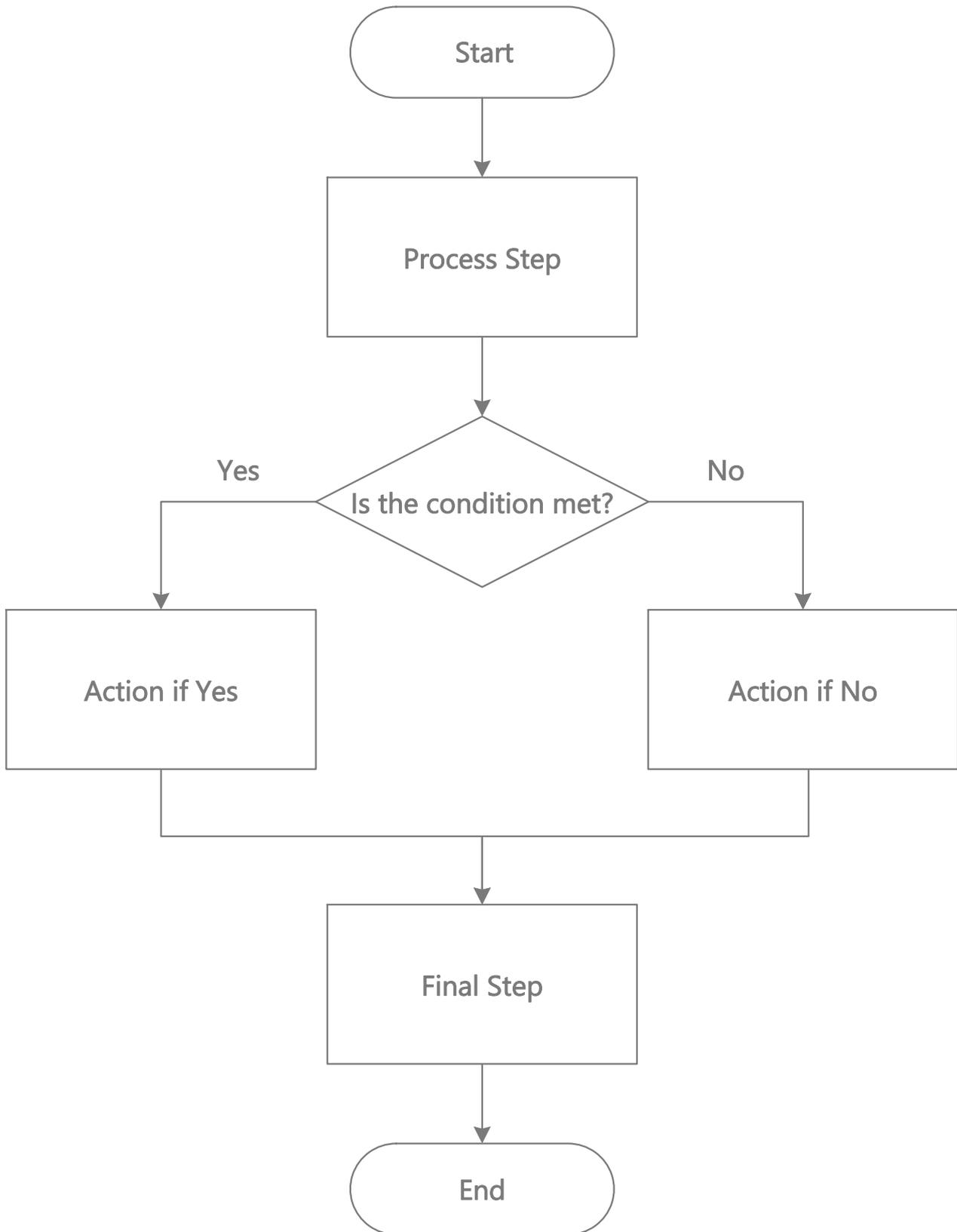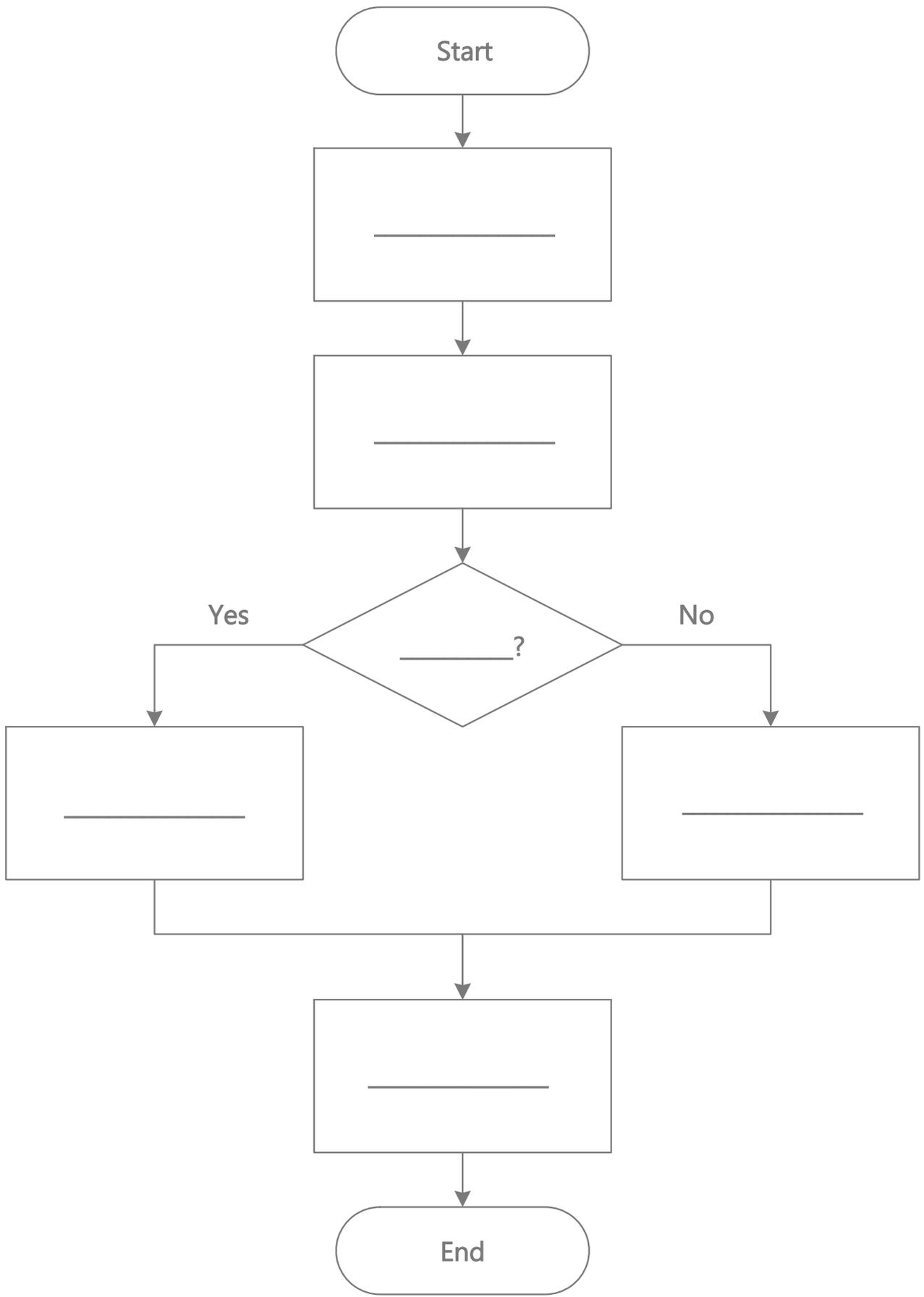
| Process Name |  |
|---|---|
| Owner/Team |  |
| Version |  |
| Date |  |

# Flowchart Design Checklist

- ☐ Define clear start and end
- ☐ Keep steps action-oriented
- ☐ Use consistent notation
- ☐ Avoid excessive branching
- ☐ Maintain left-toright or top-to-bottom flow
- ☐ Review for clarity

# Related Flowchart Resources

Explore additional guides and examples to improve your process diagrams.

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[Flowchart](#) [Examples](#)

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