**Microsoft Word
Data Flowchart Template**

**When to Use This Template:** Choose this template when you need to meticulously track and manage how data moves through various systems or processes within your organization. This template excels for projects that involve data integration, migration, or system analyses, where you need to understand the flow of information to ensure data integrity and security.

**Notable Template Features:** This template is specifically designed to represent how data moves — from input to storage and output — across different systems. It also allows you to pinpoint where and how you capture, process, store, and distribute your data. You can also customize each element in the flowchart to represent different types of data interactions and transformations.

*Select and combined the elements on Pages 3 of this template to create your own flowchart.*

FLOWCHART ELEMENTS

.

DATA FLOWCHART

**NO**

**YES**

END

BEGIN
PROCESS

PROCESS STEP A

WHAT QUESTION NEEDS ADDRESSING?

EXTERNAL SYSTEMS

WHAT QUESTION NEEDS ADDRESSING?

END

**NO**

**YES**

PROCESS STEP B

USERS

DATABASE 2

DECISION POINT

EXTERNAL ENTITIES

DATA STORE

PROCESS STEP

START / END

DATABASE 1

LEGEND

COMMENTS AND NOTES:

Additional information…

END

FLOWCHART ELEMENTS

**YES**

**YES**

**NO**

**NO**

DATA STORE

DECISION POINT

EXTERNAL
ENTITIES

PROCESS STEP

END

START

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |