**Microsoft Word Process Flowchart Template**

START

Input / Output

End Step

STEP 1

STEP 4

Input / Output

STEP 5

STEP 5.1

YES or NO

question

**YES**

**NO**

YES or NO

question

**YES**

**NO**

**When to Use This Template:** Use this template when your team needs to capture and analyze complex procedures in your organization. This template is ideal for in-depth operational reviews or when integrating new systems, so you can dissect each component of a process and ensure that everyone understands it.

**Notable Template Features:** This template supports detailed process mapping. It includes a variety of shapes and lines to illustrate the flow of multiple steps and the interactions between them. This template allows users to pinpoint inefficiencies, dependencies, and bottlenecks in the process for greater optimization.

YES or NO

question

**YES**

**NO**

END

Document / Data Input

Document / Data Input

YES or NO

question

**YES**

**NO**

STEP 2

Input / Output

STEP 3

Input / Output

|  |
| --- |
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