**Microsoft Word
Swimlane Flowchart Template**

**When to Use This Template:** Use this template when your project involves multiple teams or departments, and you need to visualize how their processes intersect and flow together. It is particularly effective for cross-departmental projects when you need to understand each team’s role in the overall process. Use this template to identify potential delays or conflicts between departments so that you can streamline the entire process.

**Notable Template Features:** This template organizes process steps into distinct lanes, each of which represents a different department or team. This layout helps clarify responsibilities so that you can visualize the sequence of tasks across different parts of the organization.

*An example Swimlane Flowchart is on Page 2. Select and combined the elements on Pages 3 of this template to create your own flowchart.*

FLOWCHART ELEMENTS

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SWIMLANE FLOWCHART

|  |  |
| --- | --- |
| DEPARTMENT A | PROCESS STEPPROCESS STEPDECISION POINT |
| DEPARTMENT B |  |
| DEPARTMENT C | **YES****NO**PROCESS STEP |
| DEPARTMENT D | INPUT / OUTPUTEXTERNAL ENTITIES |

FLOWCHART ELEMENTS

EXTERNAL ENTITIES

INPUT / OUTPUT

DECISION POINT

**YES**

**YES**

**NO**

**NO**

PROCESS STEP

|  |
| --- |
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