

Think of a process that you do regularly, one in which you are reasonably familiar with the details involved. (Example: Checking your e-mail, Starting the "Wii", returning the "Netflix" disks, changing the oil on your car, getting the kids ready for school in the morning, etc.). Your process should have at least three decision making branches. As a guideline, the entire flowchart should contain a minimum of 12 steps, not including the "START" and "FINISH" steps and should have a logical flow from the top to the bottom of the page.

**Due Date:** This assignment is due on or before Thursday, April 7, 2016.

Construct a flowchart that describes the process. Here are the requirements:

- a.) Before creating the flowchart in Visio, write a written paragraph (or two) describing the process stating the goal(s), problem(s) that might need to be addressed, decisions that need to be made and any additional criteria. Print & submit your work.
- b.) Create a list of the process, using short, descriptive "bullet points" for each step in the list. If you find it easier, you can create this list with paper & pencil, drawing arrows to begin the process of "flow" in the flowchart. Print & submit your work.
- c.) Create a basic flowchart in Visio which reflects your work in steps a & b. This flowchart should not contain any "fancy" formatting, themes/colors/etc. Just a basic (black/white/grey) flowchart with readable text. Use your name and the word "simple" in the filename when saving the flowchart. (For example: jagodowski\_DemoFlowchart\_simple). Print & submit this flowchart. Save this file in native Visio format and as a *pdf* file.
- d.) Take your "simple" flowchart from step c and apply a visually appealing Theme, Font Styles, Background, etc. (Please avoid Themes/Backgrounds with a lot of "black".) Use your name and the word "fancy" in the filename when saving the flowchart. (For example: jagodowski\_DemoFlowchart\_fancy) . Print & submit this flowchart. Save this file in native Visio format and as a *pdf* file.
- e.) "Zip" the four files created in steps a and b and c and d into a single file and send this zipped file to your instructor via STCC e-mail.