

Think of a process that you do regularly, one in which you are reasonably familiar with the details involved. (Example: Checking your e-mail, loading a game on 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 noon on Friday, Nov. 30, 2018.

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

- a.) Before creating the flowchart, 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 on a computer program of your choice (MSWord or MSVisio are two suggestions) 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. Print & submit this flowchart.
- 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".) You don't have to print this flowchart, but you should show it to your instructor during a lab session.

**WHAT TO SUBMIT:** Print out the results for steps a, b & c and submit them by the date and time listed above.