

# How to Read a Process Map

[Initiate Correspondence to Fix/Update the Process Map](#)

Symbology

A Rectangle Indicates a Process or Task

A Rectangle with Side Bars Indicates a Sub-Process

This Shape Indicates a Document

A Diamond Indicates that a Decision Must be Made

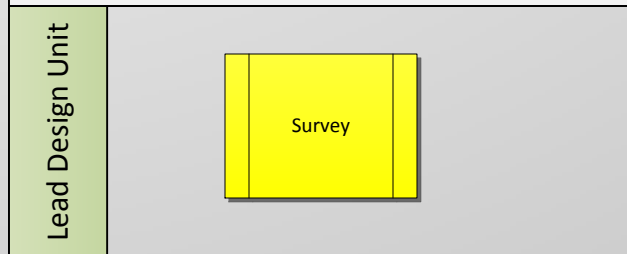
An Oval Shape Indicates a Process Start or Finish

A Trapezoid Indicates Data

Color Scheme Interpretation

If a Swim-Lane contains a symbol that does not match that swim lane's color-scheme, the task is a 'collaboration task' which requires collaboration with other units. For example:

Bridge Division Design-Phase Process Map



This means that the Lead Design Unit is Responsible for initiating the "Survey" task, but that coordination is needed with other units, specifically the Central Surveys Unit.

Process Map are separated into "Swim Lanes" that indicate which resources are responsible for completing a given task.