Current State and Future State VISIO Map Cleaning Checklist:

When cleaning a current state or future state map, be sure to confirm the following questions for a clean, professional, high-quality map product.

* Is the objective defined?
* Is the start point of the map consistent with what the stakeholder(s) identified?
* In the end point of the map consistent with what the stakeholder(s) identified?
* Are roles represented in defined swim lanes?
* Is content in annotations clear, concise, and color coded? (Red= pain point; Green= comment; Purple= Question; Black=OFI; Blue=Internal question)
* Do all activity boxes start with a present tense action verb (Receive, Start, Buy, Create)?
* Are all activity boxes detailed? (Receive notification of hiring approval; Send documentation for review)
* Are all “senders” and “receivers” removed from within boxes (if a swim lane is present)?
* Do all “send” of communication types have a corresponding “receive” activity box and vice versa?
* Are there missing steps? (send, receive, log in, etc.)
* Are all decision points in present tense and posed as a question?
* Are all decision options represented (yes/no; 2, 3, 4, etc. lines off of decision)
* Are all activities connected to another step?
* Are all lines identified (on the connecter line) with how things are sent/communicated (email, in person, fax, mail, phone, etc.)?
* Is map organized (spacing consistent, lines connected, lines aligned, no overlapping annotations with activity boxes, no dangling activities)?
* Are handoffs defined between activities?
* Does map clearly show the process from start to end?
* Do all lines flow in the proper direction?
* Can you rearrange the activities or decisions to reduce lines crossing for clearer viewing?
* Does the logic/flow of the process make sense? If not, can you see the correction that is needed or have you noted questions for stakeholders?
* Would a new employee be able to successfully complete process by following map?
* Is the spreadsheet titled correctly (at the top)?
* Is the in-document title correct? (TITLE ON EACH SUBPROCESS)
* Does the tab name correspond with the Title for that page?
* Is all spelling correct?
* Are all the systems identified (if necessary)?