



The Business and Technical Diagramming Program

Diagram Government Processes, Organizations, Projects, Networks, and Facilities—All With One Tool

You'll never go back to words after experiencing how easy it is to visualize, government processes, documentation—everything—with diagrams created using just one software tool—Microsoft Visio. Use the wide range of templates, shapes, and tools included with Visio to diagram everything from government processes and Web sites to networks and facilities. And, if you need more specialized shapes, just use Visio to create your own as the United States Postal Service did and save “untold hours.”

Diagram and simplify government processes and documentation

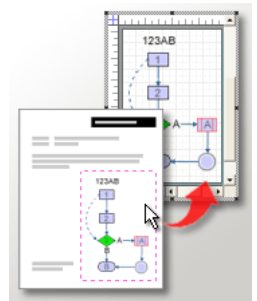
Government processes are sometimes complex and out-dated. Process documentation is often lengthy and verbose, which makes following processes a daunting task for government employees and the public.

Process engineers and managers can simplify and improve processes

Diagram government processes to pinpoint problems and identify areas where improvements are necessary using diagram-specific Microsoft® Visio® templates and shapes to create flowcharts, block diagrams, cause and effect diagrams, work flow diagrams, and more.

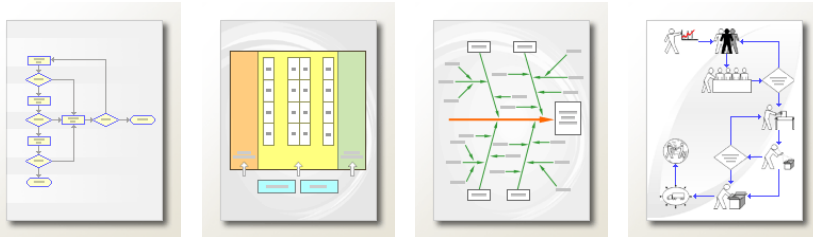
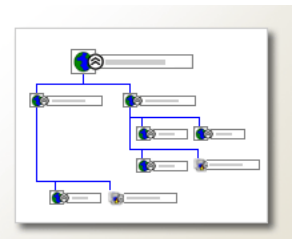
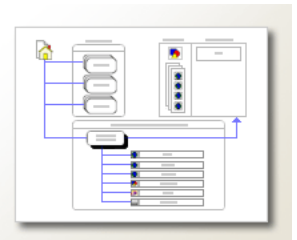
Managers can simplify process documentation

After streamlining government processes with Visio diagrams, managers can use them to simplify and enhance process documentation. Just copy and paste an entire Visio diagram or a portion of it into a Microsoft Word document to support process improvement proposals, into a Microsoft PowerPoint® presentation to give it credibility, or into a Microsoft Excel spreadsheet to visually emphasize budget savings. Double-click the diagram to modify it if necessary. Visio tools appear on the toolbar and you can work with them just as you would in Visio.



Web site designers can design well-organized sites

Experiment with the content and flow of information on new government agency Web sites using the Conceptual Web Site template and shapes. Or examine and troubleshoot existing agency sites by using the Web Site Map template to generate diagrams of them. Just specify the site address, number of levels to diagram, number of links to discover, and the layout style—Visio does all the work for you. Then, generate reports that identify hyperlink errors and compare previous diagrams to new ones.



Connect shapes quickly as you drag them onto the drawing page using the Connector tool and automatically number them with the Number Shapes feature. Change the diagram layout from the default flowchart/tree style to a circular or radial style using the Lay Out Shapes feature. Add color to shapes to highlight bottlenecks in a process; move shapes around to create simplified what-if scenarios; route diagrams through e-mail to gather comments; preview, print, and save diagrams as Web pages to use on agency Web sites—all with familiar Microsoft Office tools.

Create diagrams across government agencies with only one software tool

Government employees are often given diagramming tools that are inappropriate for the task, error-prone, cumbersome, or slow. Ideally, everyone would use the same diagramming tool across the organization—that tool is Visio.

Software developers can create custom Visio solutions Not only can you use the shapes and tools included with Visio, you can create your own to fit your needs. *Automation Associates*, a software company that has a long-standing business relationship with the United States Postal Service, developed the Enterprise Mail Flow Model (EMFM) solution, which includes custom Visio templates, stencils, and shapes designed specifically for modeling mail handling processes and diagramming mail handling facilities.

Process engineers can diagram processes with tailor-made shapes Process and systems engineers at the United States Postal Service work with these custom EMFM shapes and other standard Visio shapes to quickly construct mail flow models that show every step of the mail handling process—from mail arrival at a handling facility to sorting on through to carrier delivery—and to see the effects of various process components on the entire mail handling process.

Process engineers can save time with custom Visio solutions When an engineer at the United States Postal Service was asked how Visio supports her efforts, she said, “Visio enables the depiction of complex designs and flows in a single chart. Writing this out could take hours and have little meaning to viewers.” When asked how many hours she saves using Visio, she says, “It is hard to quantify because in some instances one good Visio chart could save untold hours.”

Personnel directors can visualize agency organizations Use the Visio Organization Chart template to visualize agency organizations, and easily locate reporting bottlenecks or departments that need downsizing. Create one- or multiple-page charts, by dragging shapes on top of each other—Visio connects the shapes for you—or by importing organization reporting data with the Organization Chart Wizard.

Project managers can keep projects on track Understand the scope of a project at a glance with the Timeline template. Drag milestones, intervals, and markers on top of timelines and Visio positions them for you.

IT and facilities professionals can diagram networks and facilities Use a wide range of Visio templates and shapes to diagram networks, network equipment, directory services, buildings, offices, and new agency sites. Even manage government assets and generate reports with specialized tools in the Space Plan template.

<http://www.microsoft.com/office/visio>

