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# WEEKLY PLAN

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## WEEKLY PLAN

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## THE GOLDEN CIRCLE

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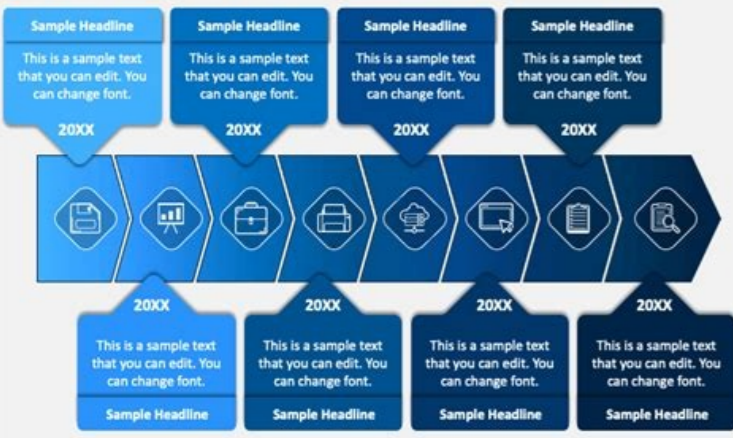
## HR PRIORITIES

Strategic HRM & Outcome



## IMPLEMENTATION TIMELINE

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How to make a flowchart visio. How to create a workflow diagram in visio. How to create a flowchart in visio using excel. Flow diagram visio example. Visio data flow diagram examples.

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These diagrams range from basic level to multi-level depending upon the complexity of the process. Data flow diagrams are made up of rectangles, circles, arrows, text boxes to show data inputs, outputs, storage points, and the routes between each destination. Let's look into its main components. 1.1 The Components of Data Flow Diagrams External Entity: The external entity is a system located outside the flow that sends and receives the data; thus, we call it the "Source" and "Destination." The external entity could be a person, department, or an entire organization. Process: The process is any function that changes the raw data into finished output; labels are used to give the process its name. The process could be anything: a manufacturing process, service guide, computations, etc. depending on the nature of business. Data Stores: Datastores are places that hold the information, like files or documents. Datastores examples include the database table or membership form. Data Flow: Data flows are the routes that join the external entities, processes, and datastores. It illustrates the interface between the other components and is represented with arrows. 1.2 Data Flow Diagram Visio Tutorial Now you are entirely educated with the main components of the data flow diagram from which the whole skeleton of the diagram is made, let's learn how to create it using Microsoft Visio. Step 1: Launch Visio Launch the Microsoft Visio on your desktop to create a data flow diagram for a process. Then select File and click on New. From the categories, click on Software and Database. Click on Data Flow Diagram, and press "Create." Step 2: Build with Shape Stencil Drag the external interactor to the page of the diagram from the shape stencil. It will act as the source of information for the process. Drag some more shapes to represent the steps, stages, and entities involved in the process. Place an arrow into the drawing page using the connector tool. It should be close to the two shapes you wish to display data flow. Step 3: Format the Diagram To modify the direction of the arrow, pick it and then click Position on the Home tab in the Arrange group. Click Flip Horizontal or Flip Vertical after pointing to Rotate Shapes. Add more entities and connectors to illustrate the flow of the process entirely. There are more formatting tools available on the ribbon from which you can customize your diagram and give it an appealing look. Once your data flow diagram is completed, click on the File tab and then click on "save as" to store your data flow diagram. 2. How to Make a Data Flow Diagram Online Easier? As you can see, creating a data flow diagram for a process in Microsoft Visio is so complicated and time-consuming; if you are a beginner, you must first learn the software and its tools, which can create a long hold up for your task. If you want to make an effective data flow diagram without any hurdles, then EdrawMax Online can resolve your problem. The application is a complete all-in-one diagramming tool. Whether you need to create flowcharts, P&ID, UML diagrams, or design floor plans, office layouts, you can do all this in EdrawMax. EdrawMax provides solutions for more than 280 types of diagrams and charts. Let's learn how to create a data flow diagram in EdrawMax. Step 1: Choose Data Flow Diagram Template Browse the online application of EdrawMax and then log in to your registered email. Once the application is launched, Navigate to the "Flowchart" and then click on the Data Flow Diagram. From here, you can select to create a new data flow diagram or browse any template of your choice. You can find and add the flowchart, data flow, and other symbols from the left libraries. All the pre-set symbols are free to use for Edraw users. Step 2: Customize your Diagram If you have chosen a pre-designed template, you can customize it as per the requirements of the process; alternatively, if you have started with a fresh template, draw, drag, and drop all kinds of entities and relationships from the sidebar. Add text to symbols that are significant to the process. Step 3: Export a Document as a Visio File Once your data flow diagram is completed, it's time to export it; you can export it to multiple formats, including

PNG, PDF, VSDX, PPTX, and more. You can also export your data flow diagram to Visio files. 3. Data Flow Diagram Examples Some data flow diagram examples that you can edit or customize directly are below. Example 1: Data Flow Diagram Level 0 Here is an example of a Level 0 Data flow diagram, also known as "Context Diagram." It's a high-level overview of the entire system or process studied or modeled. It's meant to be a quick peek into the system, displaying it as a single high-level process connecting to external entities. It emphasizes more on the external sources like here the procurement department is in connection with the Vendor, the production department is overseeing the customer for product services and with the employee regarding production schedule and lastly, the Sales department is in contact with its externalities, Customer regarding the order and payments and the employee regarding the sales forecast. Example 2: Data Flow Diagram Level 1 In this data flow diagram of a bank, multiple departments of the bank are shown and how they are interlinked with each other providing different services to its customers. In this example, the single process node from the context diagram is divided into subprocesses in the Level 1 data flow diagram. Additional data flows and data stores will be required to add these processes to the chart. Example 3: Data Flow Diagram for Online Shopping This example of an Online shopping system is also a Level 0 data flow diagram; the diagram depicts the flow of information between the system and its external entities or sources like here we have the Admin and the Customer. The admin updates the online shopping website, adds and modifies books, updates item tracking details, and communicates all the necessary information to the accounts team. The customer comes to the website to search for a book or to purchase any item, the system then gives item tracking detail to the customer, and after payment, it generates the invoice for the customer. 4. Online Data Flow Diagram Maker EdrawMax Online is a user-friendly application that can meet your all diagramming needs; using EdrawMax, you can create more than 280 types of diagrams of different processes or systems. The software contains exciting and unique features and thousands of pre-designed templates to design a perfect data flow diagram for any process. The application is free, and users can access them on any browser, including Windows, Linux, or Mac. The canvas in the online flowchart maker gives countless options of drawing lines, shapes, templates, and symbols for creating the essential decision points and other allied actions for converting the complicated process flow into an easily understandable and fascinating flowchart. EdrawMax Online Create 280+ types of diagrams online Access diagrams anywhere, anytime Everything in desktop + Templates Community Team management and collaboration Personal Cloud and Dropbox Integration EdrawMax Desktop Create 280+ types of diagrams Support Windows, Mac, Linux Full access to resources and templates On-premises software for business Enterprise-level data security 5. Key Takeaways Data Flow Diagrams are a great technique to bring a process in black and white to assist all stakeholders involved. The data flow diagram structures the whole process and provides a way for team members to perform their tasks or jobs accordingly; the diagram follows the system's hierarchy and depicts how information flows between processes in a system. Using EdrawMax, you can design a perfect data flow diagram for a process as the application is user-friendly and no prior experience is required to use it. Now that you know what makes up a data flow diagram, let's see how easy it is to make one using our powerful, online tool. We provide a ton of templates to use as a starting point. In this how-to, we're going to create a Level 0 DFD for an online shopping experience. Log in to your account (if you don't have one, sign up to try Lucidchart free for a week) and follow the steps below to make a DFD. 1. Select a data flow diagram template In the Documents section, click on the orange +Document button and double-click on the Blank ERD & Data Flow diagram. 2. Name the data flow diagram Click on the Blank ERD & Data Flow header in the top left corner of the screen. A pop-up screen opens, type the name of your diagram in the text box and click OK. The name of your DFD appears in the top left corner of the screen. 3. Add an external entity that starts the process In the left column of the screen, you'll notice a lot of shapes and symbols. We've already created the four symbols you'll need to make a DFD. You can also add images to the diagram. Scroll through the list of symbols until you get to the bottom and see the heading Data Flow. These are all the DFD symbols you need. (Note: Mouse over each shape to see what they represent: process, data stores, data flow, and external entities). We have symbols for Yourdon and Coad, Yourdon and DeMarco, and Gane and Sarson methods. Click and hold External Entity and drag it onto the workspace. Click the highlighted text in the box and type the name of the external entity. For our example, we're typing "customer." You can use the curved arrow in the top left corner of the square to rotate the symbol. Delete a symbol by clicking it and pressing delete on your keyboard. 4. Add a Process to the DFD Click and hold on a process symbol and drag it to where you want it on the workspace. Type the name of the process. We're calling this process "add product to cart." 5. Add a data store to the diagram Click and hold on a data store symbol and drag it to where you want it on the workspace. Type the data store name. We're naming ours "shopping cart." 6. Continue to add items to the DFD Drag-and-drop the appropriate symbols to add all the external entities, processes, and data stores to your diagram. Move symbols around by clicking and holding on them, and then drag them to a new location. Click on a symbol to resize it, then click and hold the blue box in one of the corners and drag the corner to make the shape bigger or smaller. Use the background graph as a guide for alignment and sizing. 7. Add data flow to the DFD Double-click on an entity, process, or data store, and then click and hold one of the orange circles and drag the line to the appropriate symbol. Tip: If you prefer to create the data flow process as you complete the diagram, click on an entity, process, or data store and then click and hold one of the orange circles and drag the line to draw an arrow. Release the mouse button and a box with DFD symbols will appear. Click on the shape you want to add and it will automatically be created. 8. Name the data flow Add a name to describe the data flow by double-clicking on the arrow line. An option to type text will appear, type the data flow name. 9. Customize the DFD with colors and fonts Once you have the basic design of your diagram, you can add colors to symbols, change fonts, and adjust arrows. Here's how to: Add colors to symbols: Click on a symbol on the diagram and then click the color-fill icon and choose a color. Tip: To make multiple symbols the same color, click the first item and then hold the shift key and click the remaining shapes. Next, click the color-fill icon and choose a color. Change the font: Choose Select All from the Edit option in the menu. Click the font box, choose a new font, and click it. All text in the diagram will be updated. You can use the other shortcuts (font color, size, bold, italic, underline, and alignment) to customize the font even more. Adjust arrow styles: Click an arrow to select it. Next, click the arrow icon in the menu bar and choose one of the nine other styles. Tip: To change the style of all the arrows, choose Select All from the Edit menu. 10. Add a title and share your data flow diagram At the top of the symbols column, you'll see a large letter T. Click it and drag it to where you want to add a title to the diagram. Type the title, and if you'd like to, adjust the font and type size using the shortcut keys at the top of the screen. You can easily share your DFD with others either via email, link, social media (Facebook, Twitter, Google+, and LinkedIn), or embed it on a website. Click the blue Share button in the top right corner of the screen and a pop-up will appear. Choose how you'd like to share the DFD and enter the appropriate information. When you add a collaborator by sending a link to the DFD via email, you can work on the data flow diagram simultaneously and use the chat feature (the yellow quote icon in the top right corner of the screen) to have discussions.

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