

## Week 2 Case

### FLOWCHARTING INSTRUCTIONS:

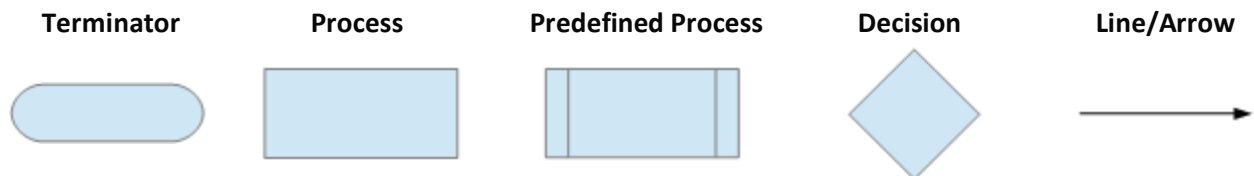
For this case assignment, you are required to create a flowchart of the six-step "Preliminary Investigation Overview" explained on pages 58 through 65 of the text. For your convenience, the six steps are listed below.

Here is the basic formatting and what your flowchart must contain:

- Your name & the course number must appear at the top of the Flowchart (*in the printable area*)
- Include "START" and "END" terminals clearly labeled as such
- At a minimum, include the six steps from the text in the order listed and label them as follows:
  - *Understand the Problem*
  - *Define the Project*
  - *Perform Fact-finding*
  - *Analyze Project Data*
  - *Evaluate Feasibility*
  - *Present Results*
- Add at least three decisions labeled with appropriate question (*keep them simple*)
- Include one predefined process block (*this may be one of the 6 steps, such as Evaluate Feasibility*)
- Lines with arrows connecting ALL of the flowchart objects
- "Yes" and "No" should be used along the decision lines
- The final project shall be exported as a "PDF"
- *Landscape orientation is suggested; Portrait may be used if you prefer*

### FUNDAMENTAL FLOWCHARTING RULES:

- *There must be only one main flow thru the chart*
- *There must only be one start and one end (terminals or terminators)*
- *All objects must have only one line entering them, except the Start terminal*
- *All objects must have only one line exiting them, except decisions*
- *Decisions must have only one line entering them...however...*
- *Decisions must have only two lines exiting them*
- *The "Yes" decision should continue the main flow while the "No" should loop back as necessary*
- *All lines must have an arrow at the end pointing in the direction of flow*
- *You may use only one color throughout*
- *Arrow and line ends must properly align by touching the respective to and from objects*
- *Lines must not cross over one another*
- *Symbol sizes should be consistent AND symbols should be evenly spaced*
- *The entire chart should be sized to fit on one page **for this assignment only***
- *Flowchart must contain the following objects (do not forget to add text where needed):*



**IMPORTANT:** Quality control check completed flowchart. Proofread all text.