

SEED ENTERPRISE MANAGEMENT INSTITUTE (SEMIs)
Seed Quality Assurance, Management and Control Processes

24th April – 6th May 2017

**Process analysis and
flowcharting**

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Process Analysis

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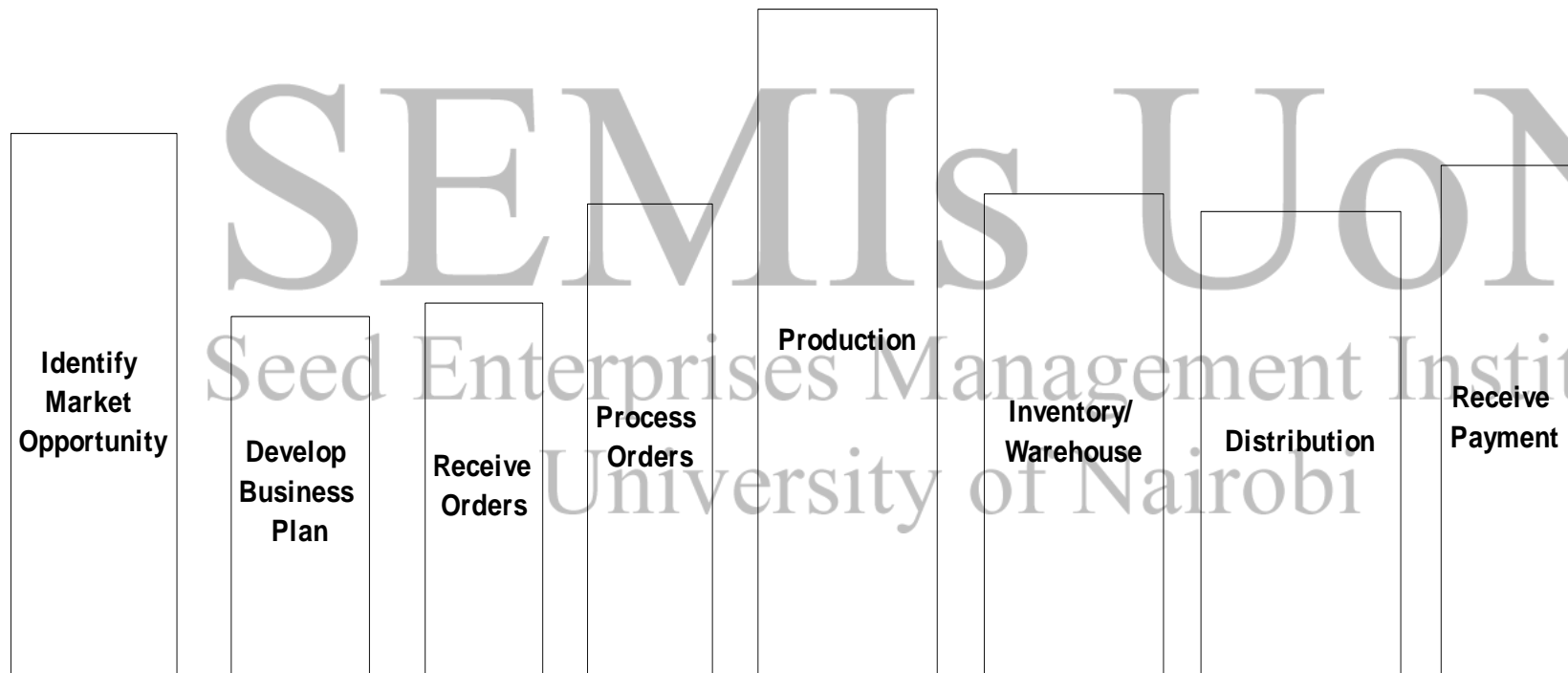
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Key Points of Process Analysis

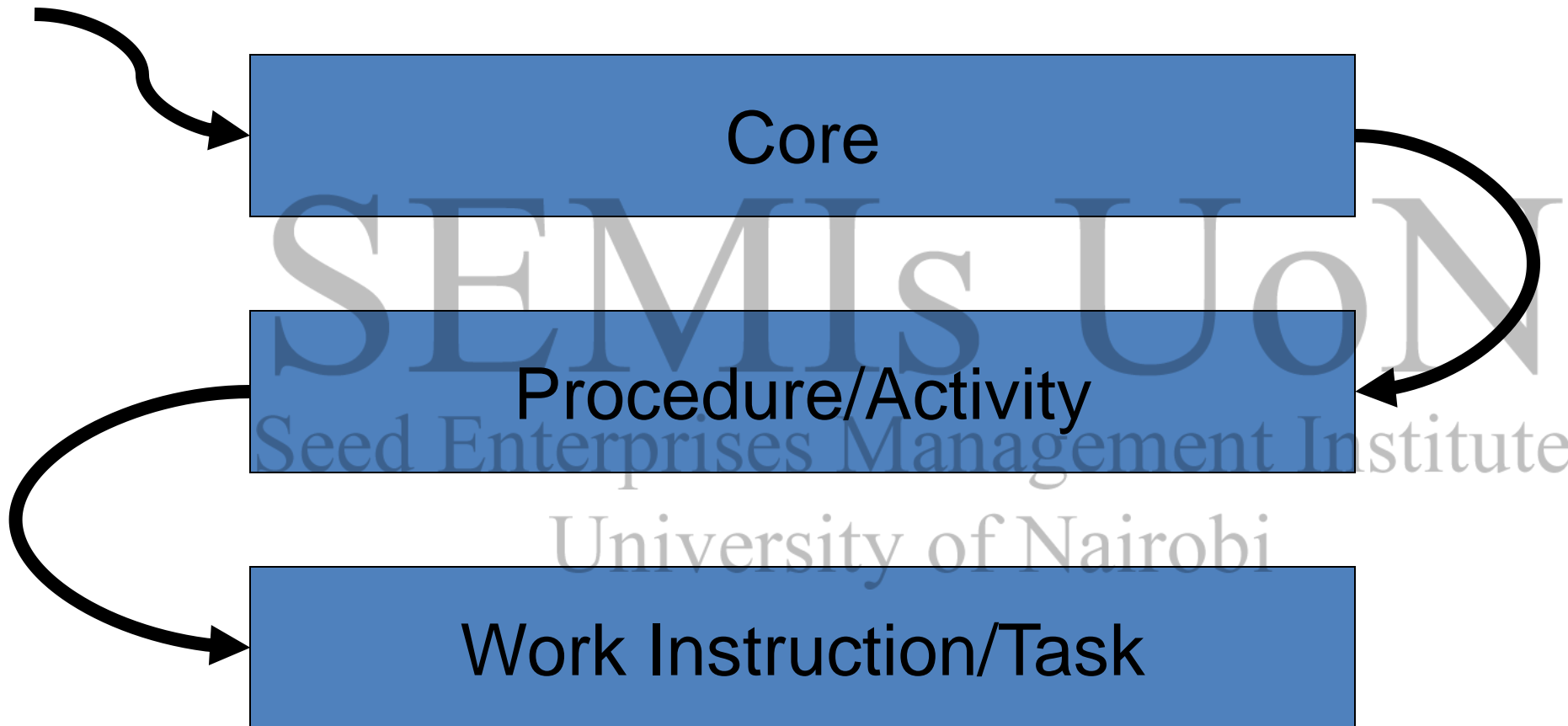
- Defined purpose and scope
- What is happening?
- Who is responsible for what?
- Who interfaces with whom?
- Timing and measurements
- Viewed from a customer and supplier relationship

Typical Business Process

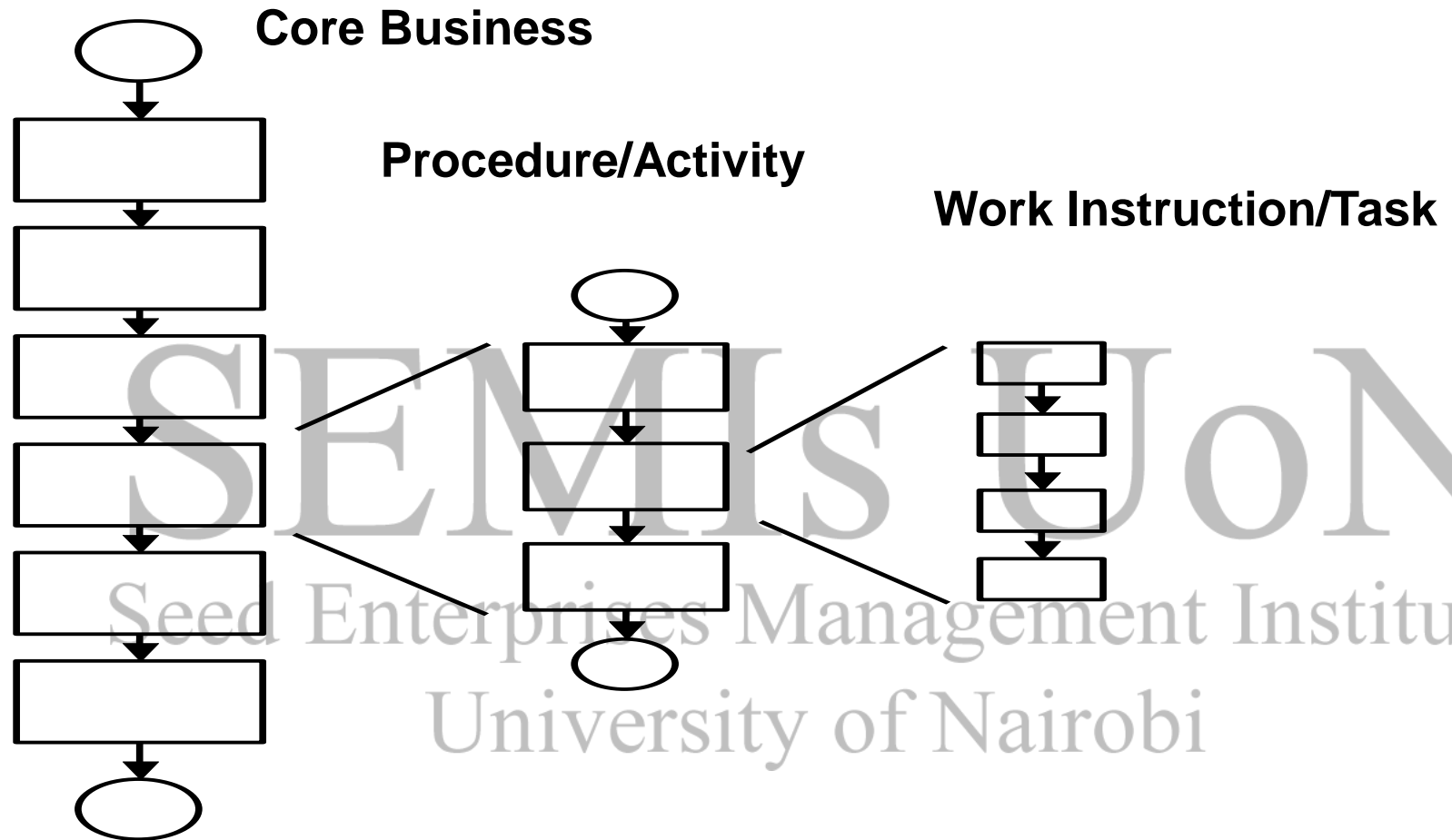
Core/ Functional Activities



Process Relationships

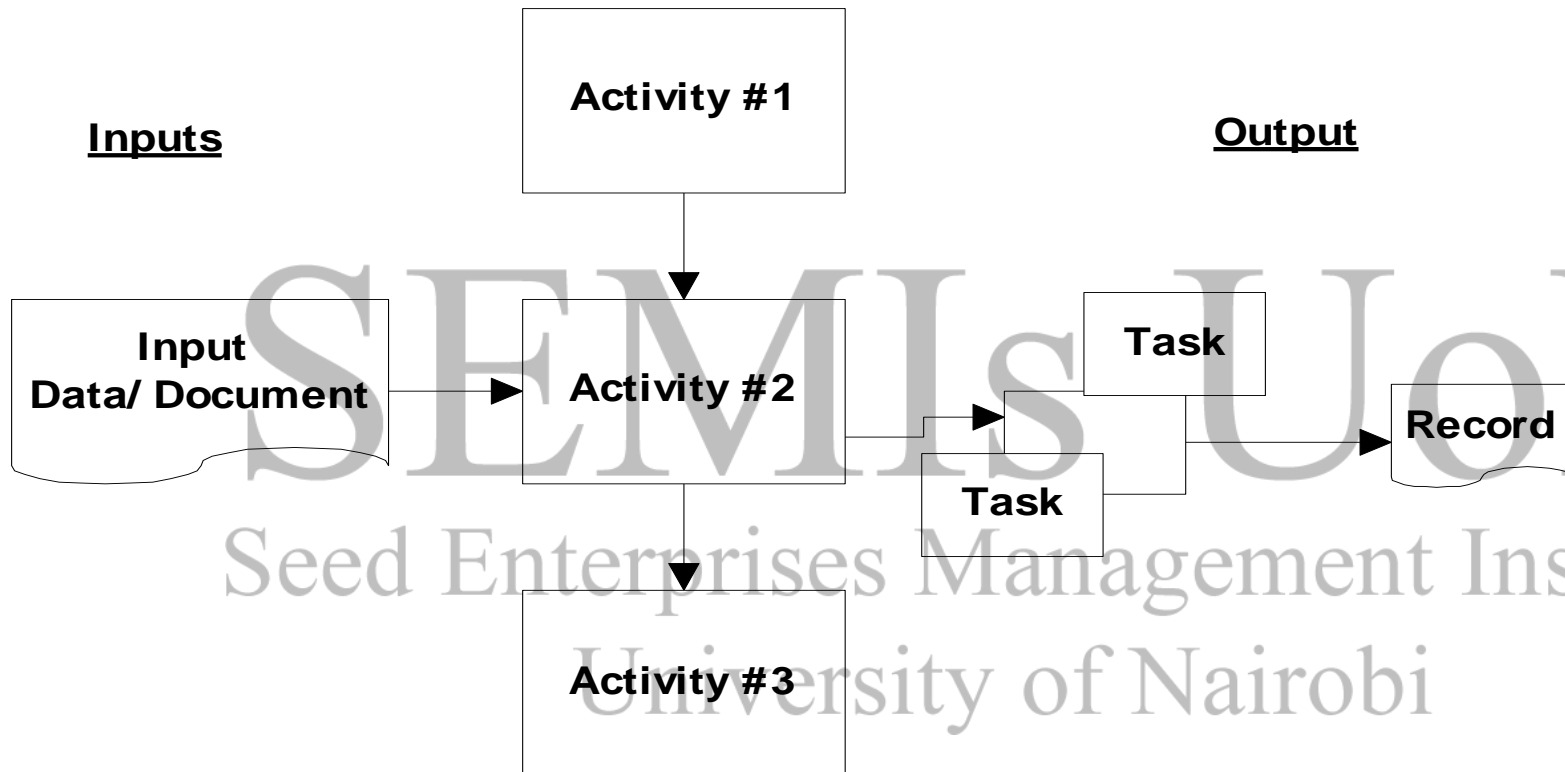


Process Components



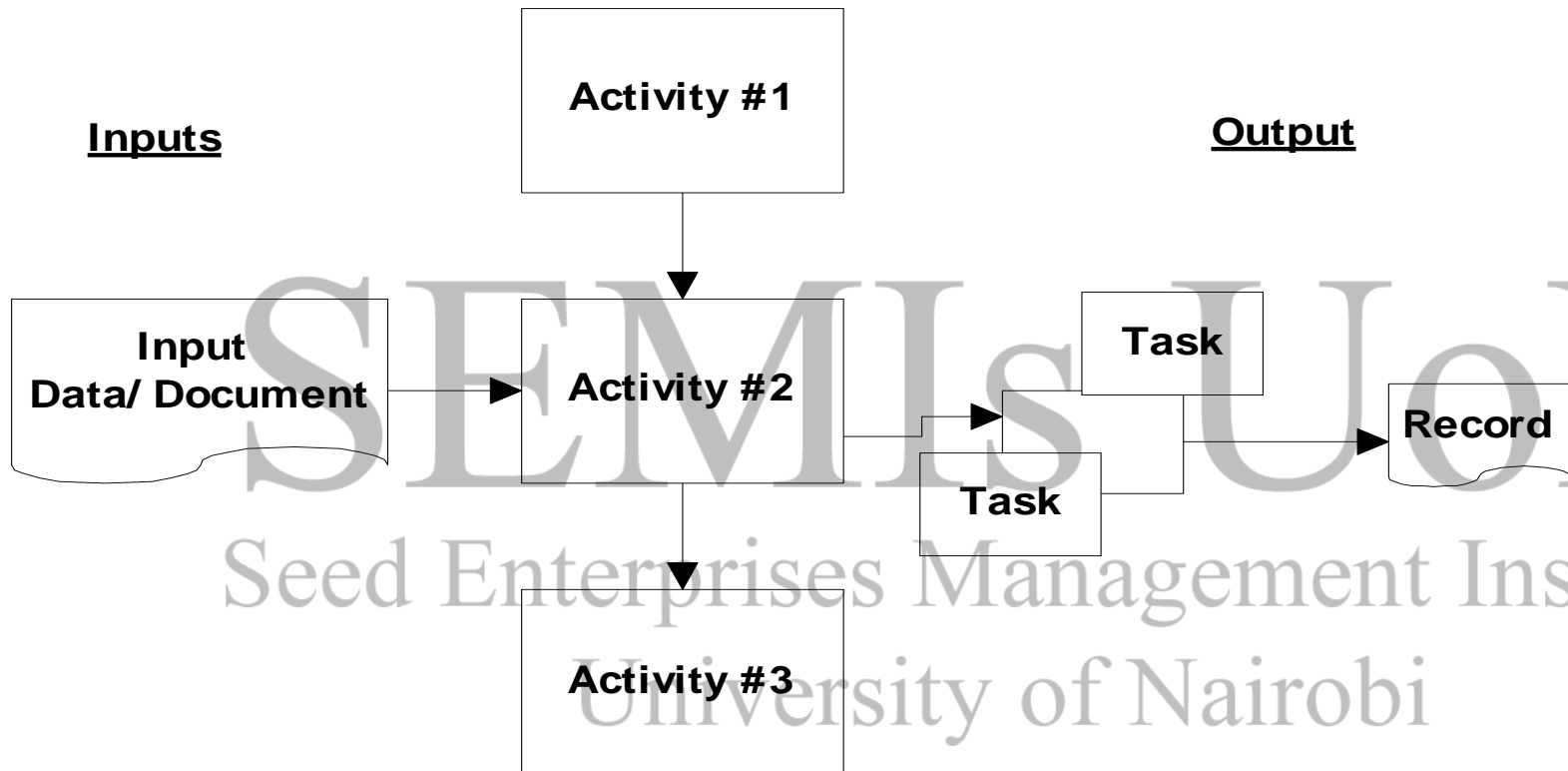
Business Process

Procedure/ Activity



Business Process

Procedure/ Activity



Inputs

- Specifications
- Data and/or documents
- Manuals
- Regulations/laws
- Policies and guidelines
- Output from a companion process

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Inputs – Informal

- Telephone Calls
- Verbal Instructions
- Representative Sample

Note: Informal “critical” communication will require methodology for tracking and audit

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Activity

- An action or activity
- Doing something
- A component of a larger process
- If activity is not initiated, the process will fail
- Typically, made up of several task involving several people

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Work Instruction

- An action or activity
- Doing something
- A subcomponent of a procedure
- Typically, one task that involves one person

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Outputs

- Confirmation that an activity has achieved a defined state of completeness
- Includes:
 - Records
 - Documents
 - Forms
 - Data

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Key Points of Process Analysis

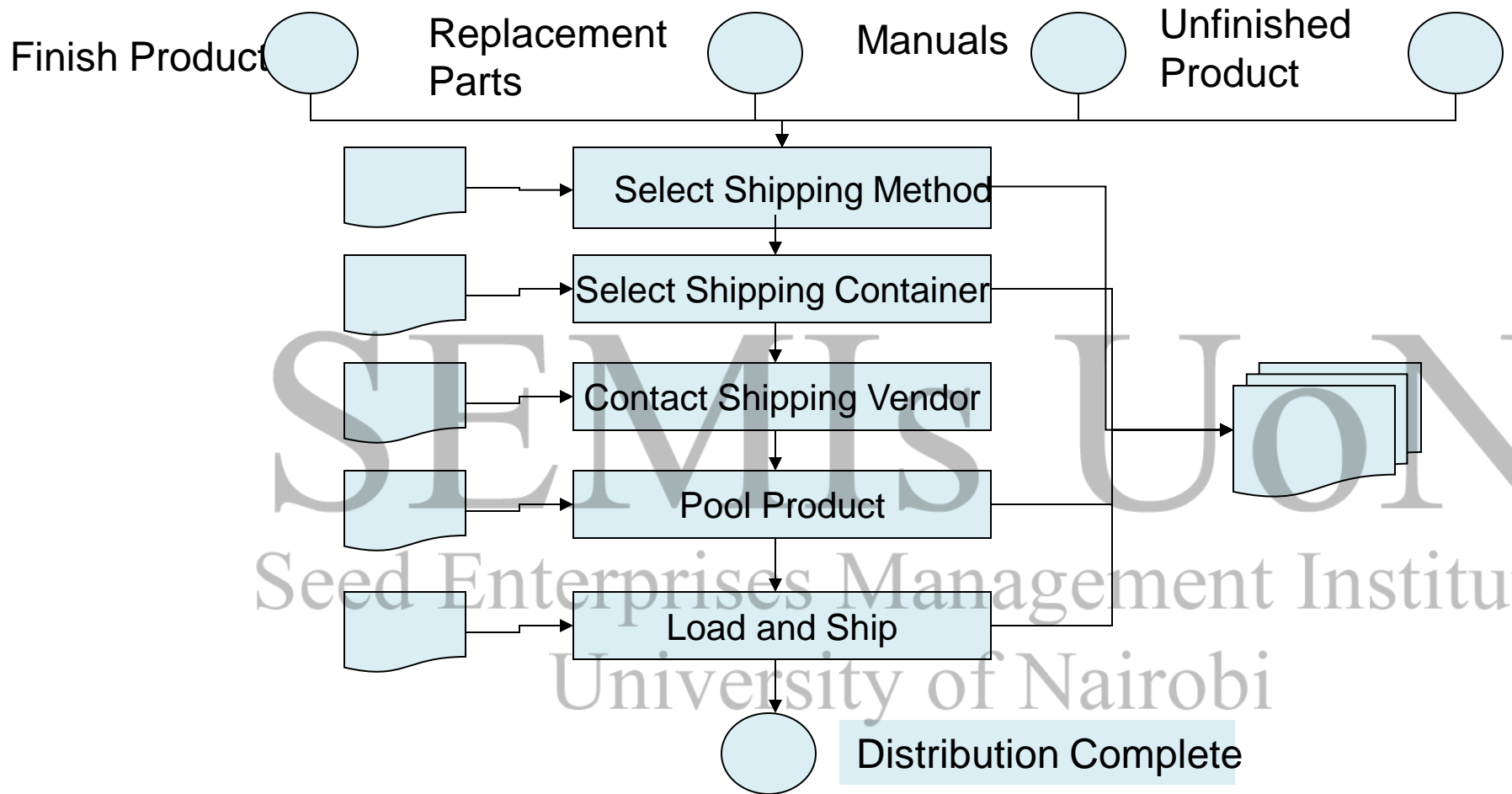
- Defined purpose and scope
- What is happening?
- Who is responsible for what?
- Who interfaces with whom?
- Timing and measurements
- Viewed from a customer and supplier relationship

Key Points of Process Analysis

- Examine activity for the following:
 - Inputs
 - Main event
 - Interfaces
 - Defined responsibility and authority
 - Documentation and records

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Distribute Product (Example)



FLOW CHARTING

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FLOW CHARTING

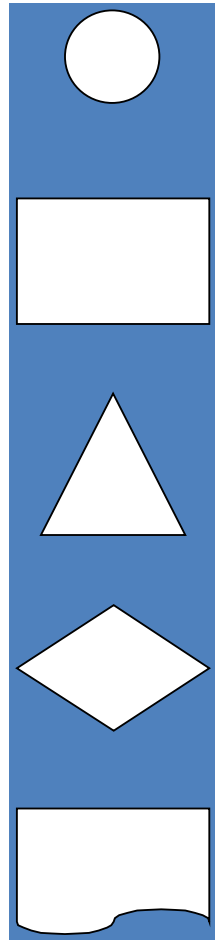
- Flow charts help to visualize a process and to represent the essential elements of a given procedure on a single page.
- A flow may be supplemented by explanatory notes or be itself the summary to a textual description.
- By general consensus a very limited number of symbols is used, which facilitates its generic application and makes it a tool that is easily understood

Process analysis and flowcharting

- Visual representation of each step in the process
- Graphically displays functional activity and provides a visual understanding of interrelated occurrences
- Provides an understanding of the entire process
- Modifications and disconnects can be identified
- Displays a clear relationship between customer and supplier

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Flowchart Symbols



Begin/End/Linkage

Activity/Process

Major Review

Decision

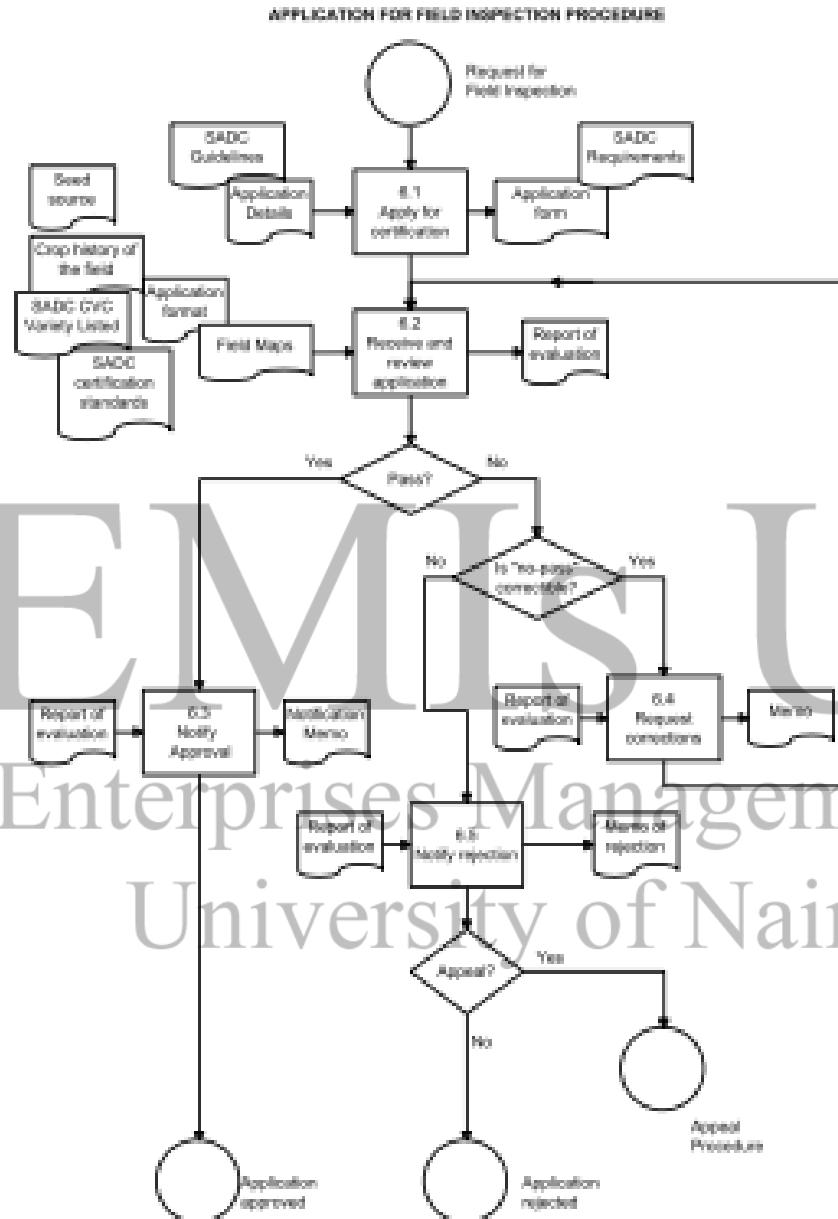
Data and/or Document

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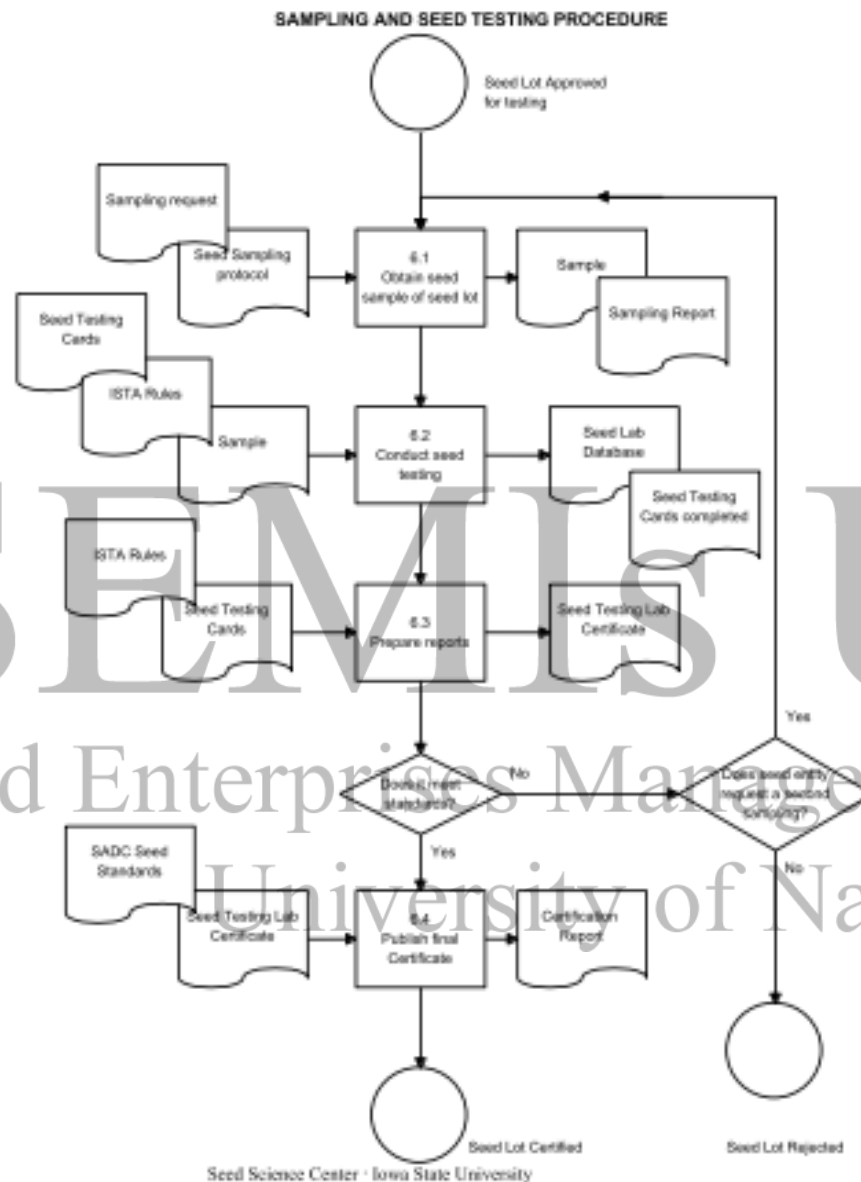
Basic Flowcharting Guidelines

- Start at the top of the page and end at the bottom
- As a general rule do not exceed 20 symbols per page
- Describe activities with same level of process complexity
- Too much detail will defeat the purpose of a flowchart
- Do not develop flowcharts without input from everyone involved in the process
- Use active terms - verb/noun
 - Schedule meeting
 - Develop plan
 - Conduct audit

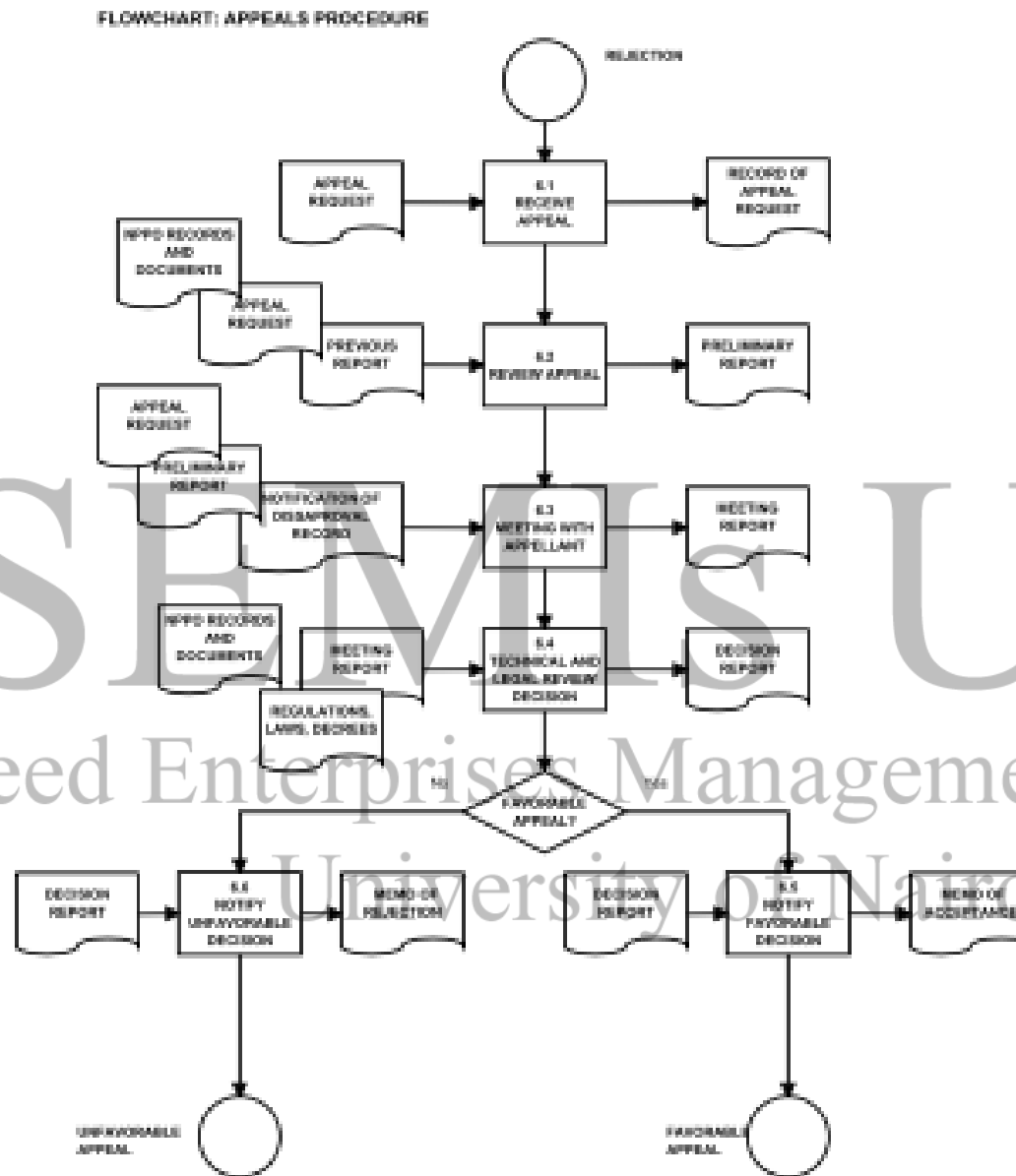
Process analysis and flowcharting



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**Thank you for the
audience**

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