**Microsoft Word Cross-Functional Flowchart Template**

**When to Use This Template:** Utilize the cross-functional flowchart template when you need a detailed analysis of how different departments interact and contribute to the overall project workflow. This template is essential for complex projects that involve multiple teams or stakeholders, when you need clarity about how their functions integrate.

**Notable Template Features:** This template includes horizontal or vertical lanes for each department or function. This feature allows you to clearly visualize how individual tasks move through different parts of the organization, so you can effectively map out the roles in each department. This template also allows you to highlight interactions and dependencies between each role and task.

EXAMPLE CROSS-FUNCTIONAL FLOWCHART

Ships order to customer

Drafts contract for special pricing and terms

Reviews and approves contract

**YES**

**NO**

Finalizes sale and forwards details to fulfillment

Is special pricing needed?

Signs contract

Reviews order details and confirms feasibility

Submits custom order details via website

Initiates request for customer order

Receives and confirms custom order

Prepares custom order for shipment

*Select and combined the elements on Page 3 of this template to create your own flowchart.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DEPARTMENT | DEPARTMENT**FLOWCHART ELEMENTS** | DEPARTMENT | DEPARTMENT | DEPARTMENT |
|  |  |  |  |  |

COMMENTS AND NOTES:

Additional information…

LEGEND

INTERACTION

INTERACTION

DECISION POINT

END POINT

*Select and combined the elements to create your own flowchart.*

FLOWCHART ELEMENTS

START

PROCESS STEP

Input / Output

Data Input

DECISION POINT

**YES**

**NO**

PROCESS STEP

PROCESS STEP

DECISION POINT

**YES**

**NO**

Data Input

PROCESS STEP

Input / Output

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |