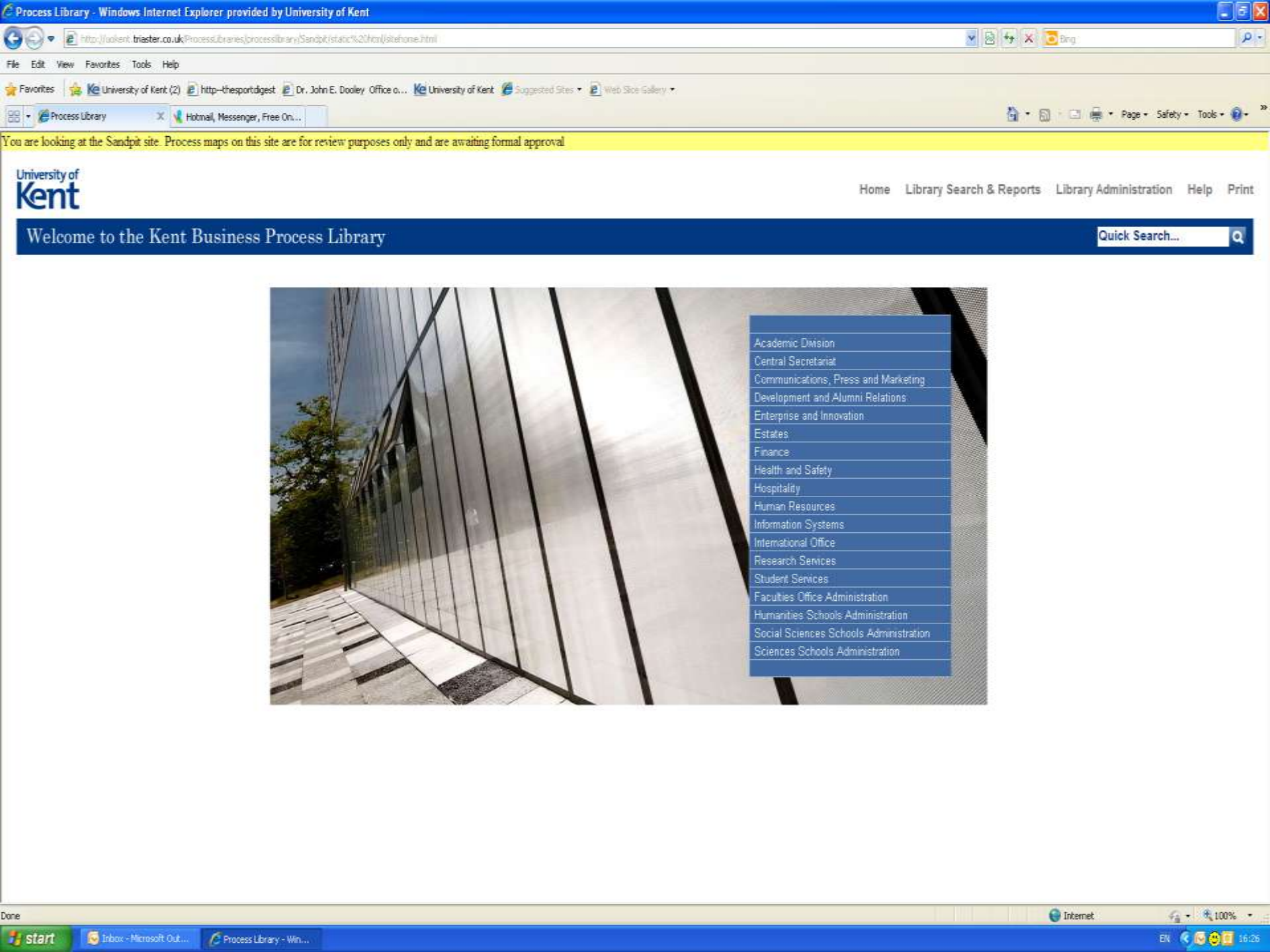


# Process Mapping

Darren Cunningham

*FCMI FInstLM MBA MEd DMS BA(HONS) HNC CGLI*



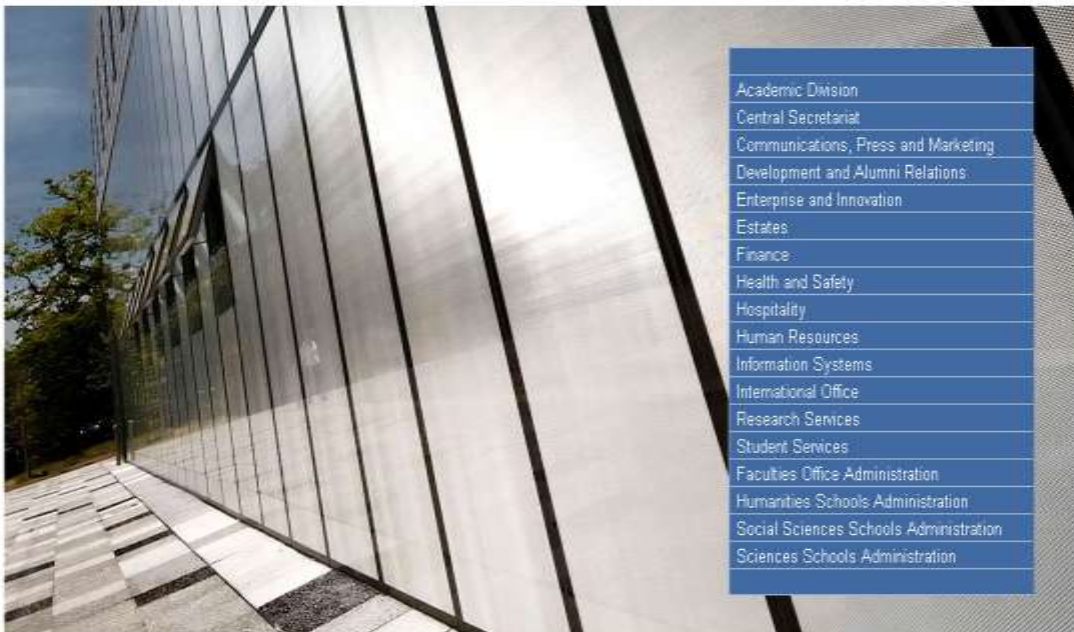
You are looking at the Sandpit site. Process maps on this site are for review purposes only and are awaiting formal approval



Home Library Search & Reports Library Administration Help Print

## Welcome to the Kent Business Process Library

Quick Search...



- Academic Division
- Central Secretariat
- Communications, Press and Marketing
- Development and Alumni Relations
- Enterprise and Innovation
- Estates
- Finance
- Health and Safety
- Hospitality
- Human Resources
- Information Systems
- International Office
- Research Services
- Student Services
- Faculties Office Administration
- Humanities Schools Administration
- Social Sciences Schools Administration
- Sciences Schools Administration

You are looking at the Sandpit site. Process maps on this site are for review purposes only and are awaiting formal approval



Home Library Search & Reports Library Administration Help Print

## Welcome to the Kent Business Process Library

Quick Search...

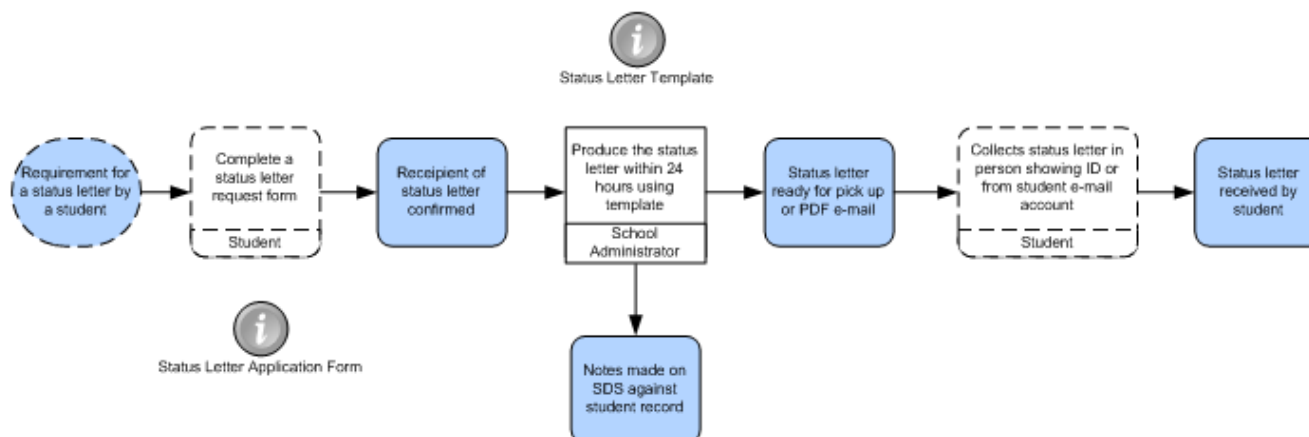


PGT Student Assessment	Student Records and Examinations	
PG application check-in	Planning and Business Information	Academic Division
PG application decision	Timetabling	Central Secretariat
PG offer conversion	Information, Recruitment and Admissions	Communications, Press and Marketing
PG pre registration	Partnership Development Office	Development and Alumni Relations
PG Admissions	European Office	Enterprise and Innovation
Processes Being Developed	Scholarships and Foreign Loans	Estates
Processes Being Developed	Student Learning Advisory Service	Finance
	Academic Practice	Health and Safety
	Curriculum and Educational Development	Hospitality
	Quality Assurance and Validation	Human Resources
	Faculties Support Office	Information Systems
	Humanities Schools Administration	International Office
	Sciences Schools Administration	Research Services
	Social Sciences Schools Administration	Student Services
		Faculties Office Administration
		Humanities Schools Administration
		Social Sciences Schools Administration
		Sciences Schools Administration

# Status Letter



Feedback



Warning: Printed versions may be out of date. Check Process Library for current version

This process is new or has been modified since it was last reviewed, the information presented here is subject to approval.

Process Authoriser: Academic Registrar  
Process Leader: Faculty Administration  
Managers  
Process Department: Academic Division

Last Revised: 01/12/2010  
Version: 0.1

University of  
**Kent**

processlibrary (Sandpit) - Windows Internet Explorer provided by University of Kent

http://ukent.briaster.co.uk/ProcessLibraries/processlibrary/Sandpit/html/academic%20division/strategic%20planning%20preparation.map%20page-1.html

File Edit View Favorites Tools Help

University of Kent (2)

http--thesportdigest

Dr. John E. Dooley Office o...

University of Kent

Suggested Sites

Web Site Gallery

processlibrary (Sandpit)

You are looking at the Sandpit site. Process maps on this site are for review purposes only and are awaiting formal approval

University of Kent

Home Library Search & Reports Library Administration Help Print

Welcome to the Kent Business Process Library

Quick Search...

Pan and Zoom

Details

Search Pages

Advanced

Requirement to undertake annual planning round

School Plan template

Faculty Administration Manager

Planning Template

Planning meeting arrangements

Faculty Administration Manager

Planning Schedule Template

Communicated to Head of School/SAM/ Professional Services

Planning Template

Facilities

Early Aug to Early Nov

Mid Nov

End Nov to Early Dec

Mid Dec to Late Jan

HRM planning documents on EG shared drive

HR Systems and Planning Manager

EST planning documents on EG shared drive

Head of Planning and Property

PBI planning documents on EG shared drive

Planning and Business Information Manager

FIN planning documents on EG shared drive

Budgets Accountant

RES planning documents on EG shared drive

Research Systems Officer

GS planning documents on EG shared drive

Graduate School Coordinator

All planning documents available to Heads of School

Complete Planning Documents List

Warning: Printed versions may be out of date. Check Process Library for current version

This process is new or has been modified since it was last reviewed, the information presented here is subject to approval.

Process Authoriser: Faculty Deans

Process Leader: FAIMs

Process Department: Faculties

Last Revised: 28/02/2011

Version: 0.1

University of Kent

Done

start

Inbox - Microsoft Out...

Process Library - Win...

processlibrary (Sandp...

Document1 - Microsof...

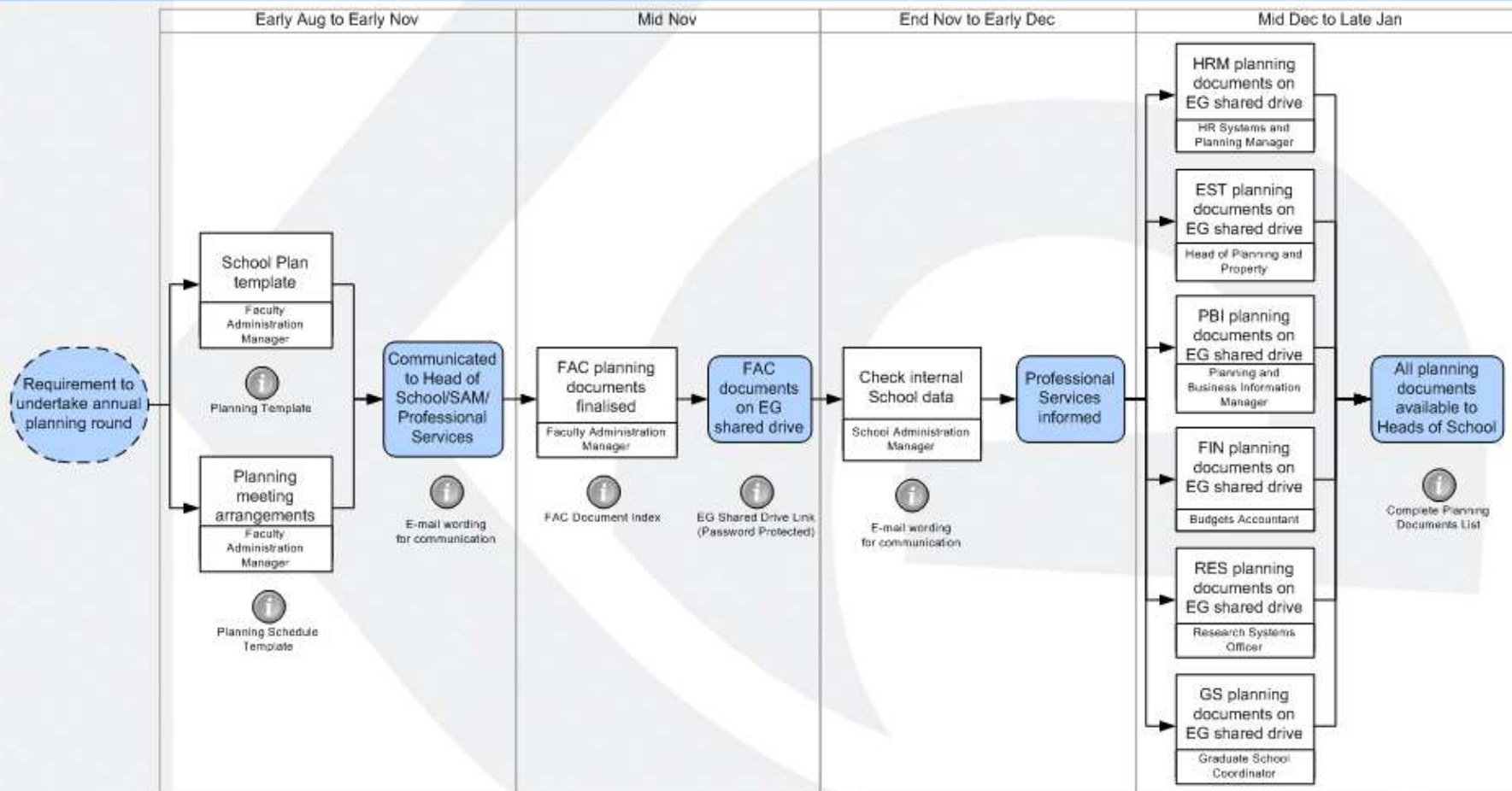
Internet

100%

16:26



# Strategic Planning Preparation



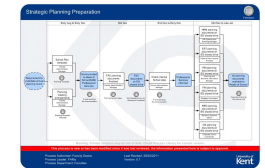
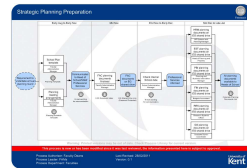
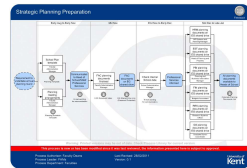
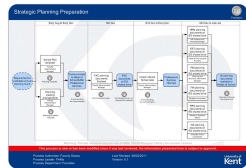
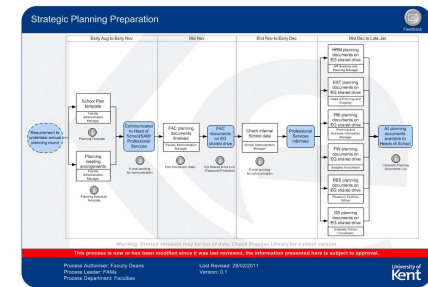
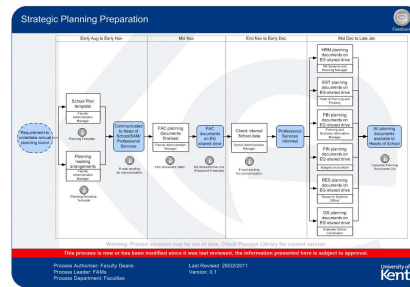
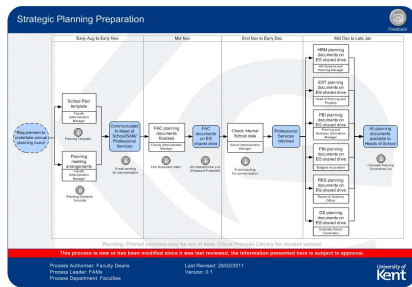
Warning: Printed versions may be out of date. Check Process Library for current version

This process is new or has been modified since it was last reviewed, the information presented here is subject to approval.

Process Authoriser: Faculty Deans  
Process Leader: FAMs  
Process Department: Faculties

Last Revised: 28/02/2011  
Version: 0.1

University of  
**Kent**



# Rapid Improvement

- Creating flow in the value stream
- Eliminating waste

[www.leanuk.org](http://www.leanuk.org)



# Rapid Improvement Workshops

- Jointly analyse and understand current practices
- Don't spend time in lengthy debates
- Work as a team and use your resources to cover all tasks
- Think of how to do it, not why it can't be done
- Create and assess alternative solutions
- Seek wisdom of 10 rather than the knowledge of 1
- When the analysis shows a way forward – IMPLEMENT IT!

# Questions

