Marketing

Evaluate changes

Check proposed changes

Complete changes to website

Are changes doable?

Evaluate new changes

Re-evaluate changes

Propose changes
to website

Management

No

Web Design team

Yes

How to make Swimlane Diagrams in Word

1. Prepare a new document – open a new Word document and change the orientation of your page to **Landscape** to have more room to work with.
2. Create Swimlanes
	1. Go to **Insert > Shapes**.
	2. Add a rectangle for the body of your swimlane, and then a smaller one on top or the left of the first shape (that will be the title of the container).
	3. Group the two shapes by selecting them both, right-clicking and choosing **Group** from the small menu that appears.
	4. We’ve changed the color of the swimlane containers to transparent to ensure more clarity.
	5. Copy and paste the original shape until you have enough swimlanes to complete your multi-column diagram.
	6. Label your swimlanes using text boxes from the **Insert** tab to represent the major participants in your process.
3. Build a flowchart into your swimlanes using the shapes and connectors from **Insert > Shapes**.
4. Format shapes – customize the color, font, style and other aspects of your flowchart shapes after you select the ones you want to highlight.
5. Select and delete these instructions when finished. Good luck with your Swimlane Diagram!

Oh, and if you want to turn complex project data into impressive timelines with swimlanes, give Office Timeline a try: <https://www.officetimeline.com/office-timeline/14-days-trial>

