KaiNexus

What's Your Workflow?

Your Workflow is a visual representation of the way the elements of your work originate, progress, and are completed in KaiNexus.
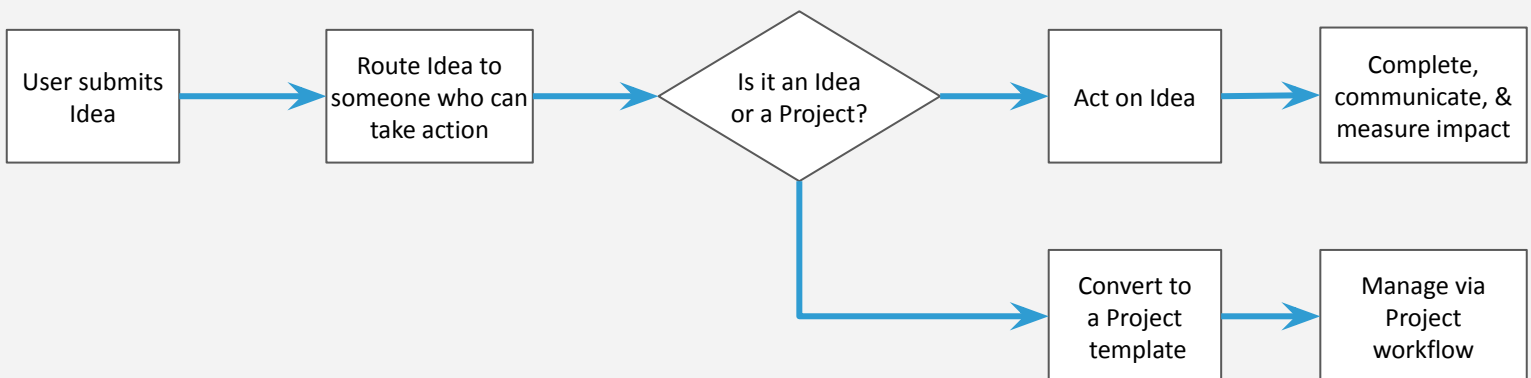
- What is the catalyst for work to begin?
- Who enters the information?
- Where/How is it entered (desktop, mobile, kiosk)?
- Who is notified when the Item is entered?
- Who takes action? Are approvals needed?
- How do you prioritize Items?
- How do you resolve an Item when the work is done?
- Who gets notified? Is it a certain team, certain people, certain committee?

* It is helpful to answer these questions with a Role or Persona.
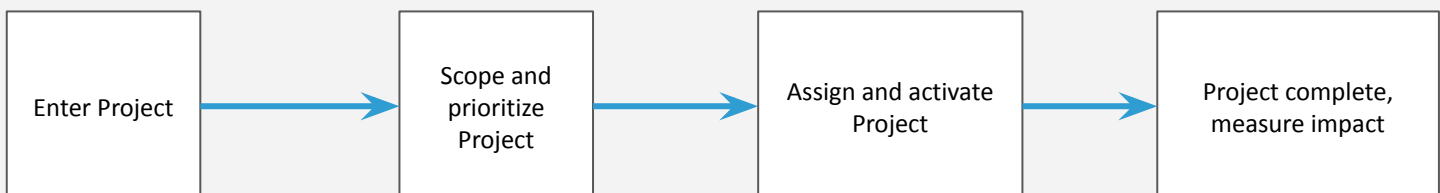
Additional Thoughts

- How many people will be creating Items?
- How many people will be managing or assigning work around Items?
- How many people will be participating with Items?

Example: Basic Employee-Driven Workflow (Ideas)

Example: Basic Leader-Driven Workflow (Projects)

Draw out your Workflows:

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