**WORKSHEET: Operationalizing Process Maps** *Example: WBL Process Map - Faculty Requests WBL Opportunity*

**Start**

*How do you get to the first step on this map? What happens before this?*

| **Process Step** | Faculty requests WBL opportunity for their class from WBLC | WBLC discusses project ideas and opportunities | WBLC provides guidance for faculty to utilize existing WBL opportunities | WBLC works with faculty to develop new to develop new WBL project | WBLC coordinates and records new curriculum and data for the project as it is developed | WBL project is tested, assessed, and reviewed with the aid of the WBLC | Opportunity entered into the regional database |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **How**  *How does the step happen (e.g., in person, by phone, via email)?* |  |  |  |  |  |  |  |
| **Who**  *Who is involved? Who needs to know about this?* |  |  |  |  |  |  |  |
| **What’s documented**  *What information should be documented? In what format? Where will it be captured? Who needs to see it?* |  |  |  |  |  |  |  |
| **Timeframe or due date**  *When should this happen? Is it time sensitive?* |  |  |  |  |  |  |  |
| **Connection to**  *What is this connected to? (e.g. career guidance; service learning office)* |  |  |  |  |  |  |  |
| **Implications**  *What systems, structures, processes, need to adjust in order to implement this step in the process?* |  |  |  |  |  |  |  |

**Then What**

*What happens next (if not already represented in the process steps)?*