



Engineers & Surveyors Institute

“A public/private partnership”

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Loudoun County Land Development Process Map Instructions

Some map explanation may be helpful:

1. For the most part, process maps are self-explanatory. They are diagrams, which flow (using arrows for direction) generally from left to right and indicate how a process is performed. An arrow therefore represents logic only and is not intended to imply any passage of time due to its length. Some arrows have text associated with them that is added for clarity purposes only.
2. The rectangular boxes represent functions, verbs if you will, that is, they are actions taken by someone or some organization. The function box contains a number to identify the function, e.g. 1.2.3.4. The number lets the reader know that the function is part of the hierarchy of function 1, subfunction 2, sub sub function 3, etc. The title in the function box is self-explanatory. When using the process maps with a web browser, rolling the cursor over the function box will show the full description of the function. These function descriptions are also shown on the “contents” page in both the web and Adobe Acrobat (pdf) formats.
3. The “AND” logic construct means that all the functions between the two AND nodes must be performed before the subsequent (following) function or logic construct can be performed.
4. The “OR” construct means that at least one of the functions must be performed before the subsequent function. A line without a function block on it just provides a path (no action required) to the next construct.
5. The “LP” or “Loop” construct means that the functions contained within the loop can be repeated any number of times until sufficient data/information is present to allow the application to proceed to the next construct.
6. The “IT” or “Iterate” construct is similar to the loop except that an application cannot move past the iterate construct until it meets some approval condition.
7. The “Exit” construct indicates that the application has reached an approval condition so it may proceed to the next process.
8. Title Block: The title block is self-explanatory and contains the date of the version, the process number, the author and the process title.

If you have further questions or suggestions for improving the process maps, please contact Dr. Terrance C. Ryan, Executive Director, ESI, (703) 263-2232; tryan@esinova.org.