

## Thomas, Dora

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**From:** John Russ Skinner <John.Russ.Skinner@floridarevenue.com>  
**Sent:** Thursday, April 20, 2023 12:47 PM  
**To:** Thomas, Dora  
**Subject:** Vizio Diagrams  
**Attachments:** Doc-Stamps-Flow.vsdX

**Follow Up Flag:** Follow up  
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Good afternoon Dora,

I have attached an example of workflow diagram for reference.

Before I meet with the team for the initial meeting, I request Policy and Procedure documents. I review the documents and build an initial draft in Vizio, then meet with the team/SMEs, where they can request edits, additions, ect. If there are no Policy and Procedure documents available, I request to meet with a smaller group of 1-3 SMEs, and we walk through the process and build the flows in real time.

When we meet as a team, I share the Vizio diagram that we are working on in the TEAMS meeting or display the diagram to a projector.

Thank you,

**John "Russ" Skinner**  
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