

3.6: Identify the Steps Activity

Process Planning Activity

Consider a process that is familiar to you. For example, think about the steps required to make a peanut butter and jelly sandwich.



Image Source: [PBJ Sandwich](#)

How would you plan the steps?

1. List the steps required to make the sandwich.
2. Make the sandwich based on the steps you identified.
3. Ask another person to follow the steps that you identified.
 - Did they have any questions while following the steps?
 - Did they make the sandwich exactly as you did?

Then, consider:

1. Why is planning the process important?
2. Why is it important to identify your intended audience when planning a process?
3. What are two potential bottlenecks that could occur within this process and how would you resolve them?

Image Source: [PBJ Sandwich](#)

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