5. POEMS Process Maps

5.1 Purpose

5.1.1 The following Process Maps are intended to show the environmental management activities that would typically be conducted during an MOD project that follows the CADMID cycle. The maps are a set of interconnected diagrams that permit readers to appreciate the necessary activities, their inter-relationships and links with other events during a project.

5.1.2 Activities are described briefly in "Activity Boxes" which are connected in series or parallel by link lines. Some of the activities are themselves processes involving several subsidiary activities and these may be shown on "Child" diagrams. The Process Maps are therefore hierarchical, with different numbers of levels in different areas. Where an Activity Box is supported by a procedure, clicking on the box will call up that procedure. However, not all Activity Boxes are supported in this way. Additional guidance will be provided as ASEMS develops.

5.1.3 The diagrams also represent decision points where the choice of subsequent activities is dependent on the answer to a question.

5.1.4 The Process Maps contain "feedback loops" where link lines join back to a previous activity. This shows where activities are expected to be repeated or refined with new information. In an iterative process such as environmental management, it is not possible to show all the possible places in which repetition or refinement may be necessary, and any attempt would lead to overcomplicated diagrams.

5.2 Active Process Maps

5.2.1 Process Maps are perhaps most helpful where they enable people to use the information in an interactive way. The user is then able to navigate around all levels of the complete Process Map and, importantly, can use hyperlinks to move from particular places on the diagrams to access related information such as a procedure or relevant tool. In the paper and *.pdf versions of the manual, the Process Maps are naturally inactive, but the full functionality is available by using the html versions to be found at the ASEMS home page or on CD-ROM versions.

5.2.2 Hyperlinks are shown by the cursor changing to a pointing hand and used by clicking with the mouse. Child diagrams are viewed by clicking with the mouse somewhere within the parent activity box.

5.2.3 The html version of the Process Maps has six icons at the top centre of each screen which permit the user to (reading icons from left to right):

- Show/hide the tree structure of the Process Maps (this structure gives an alternative way of navigating around the hierarchy of the diagrams);
- Go to the home page;
- Go up one level;

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- Zoom out;
- Zoom in;
- Print the current screen.

5.2.4 Along the top of every diagram are tabs similar to those on file dividers in a cabinet. These have hyperlinks that allow the user to move to the top diagram for any of the CADMID phases. The title of the current diagram is shown in the middle of the coloured tab, which represents the CADMID phase currently being looked at.

5.3 Format and Conventions

5.3.1 The following conventions have been used on the Process Maps for POSMS and POEMS:

- The top level, immediately below the home page, shows the CADMID phases and milestones between them. The Demonstration and Manufacture phases have been combined;

- Activity boxes are rectangular;

- Decision boxes are diamond shaped, containing the text of the question or decision and two or more paths out of the box that are labelled with answers to the question (eg a YES path and a NO path);

- The milestones are also shown as diamond shaped but are coloured red. The milestones are identified with an abbreviation with a key at the bottom of the CADMID top level diagram;

- Parent activities are shown with a shadow behind them and with an information symbol in the top right hand corner;

- Hyperlinks are shown with text in blue. Procedures linked to particular activity boxes are shown by reference number in a separate area at the bottom of the box;

- Some activity boxes have large arrows in the bottom left. These are hyperlinked back to a previous diagram (for instance when it is necessary to go back to an earlier process for a mid-life update);

- Activities that are not always relevant are shown with lighter shading and text at the bottom that defines their relevance (eg OME Projects only) or "where necessary". For these activities, the IPT should consider whether the activity is applicable to their project, seeking guidance if they are not certain;

- Activities which are continuous or periodic are shown at the top of the diagram (CADMID phases level only). Each of these continuous activities has a reference number shown immediately after the description. The diagrams show when each of these activities is expected to start relative to the other activities, but they all continue from that point until project closure;

- Where an activity uses an input from one of the continuous activities (eg the Safety or the Environmental Management Plan), then this is shown by using the reference number in a separate area at the top of the box.