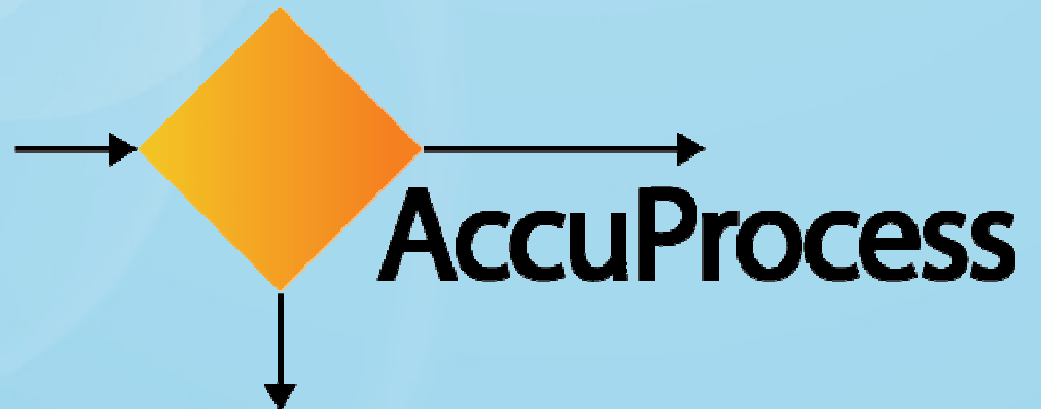


Tutorial:

***Documenting a
Process Model***



Creating a Process Model

- ◆ Step 1: Design Process Map (or Diagram)
- ◆ Step 2: Document the Process Model
- ◆ Step 3: Analyze by running simulations



In This Tutorial:

- ◆ Step 1: Design Process Map (or Diagram)

- ◆ Step 2: Document the Process Model

- ◆ Step 3: Analyze by running simulations



Steps for Documenting a Process Model

- ◆ Open AccuProcess Modeler
- ◆ Create a process map or process diagram
- ◆ Document Process Model Properties and rules
- ◆ Document rules for each Activity (i.e. Process Step)
- ◆ Save your work
 - Tip: Save frequently while documenting the process model
- ◆ Export in PDF format for sharing and reviews



Process Discovery - Process Model Properties

◆ General

- Name
- Description

◆ Details

- Process Triggers – What will trigger or start the process model?
- Frequency and Interval of Triggers – How frequently the process model will run?
- Process Variables – What are the information parameters that are needed for the process model to be run completely and successfully?

◆ Comments

- General comments and notes about the process model
- Who created the process model?
- When did they create it?
- Who edited the model and when?
- Are there any information areas that need further clarification or details?

The screenshot shows a software interface for defining process properties. It has two tabs: 'Process Properties' and 'Activity Properties'. The 'Activity Properties' tab is selected. On the left, there is a vertical menu with three options: 'General', 'Details', and 'Comments'. 'General' is currently selected. The main area on the right contains two fields: 'Name' with the value 'Expense Approval Process' and 'Description' with the value 'Tutorial example'.

Process Discovery - Process Activity Properties

◆ General

- Name
- Description
- Process Participant – Who will work on this step? Is it an individual or a team (role)?

◆ Input/Output

- Define Parameters – Information parameters needed as input to do the task and are created as output from activity.
- Define Documents – Forms, Images, Excel, Word, PDF documents used as input or created as result of the activity.
- Application Data – What applications are accessed and worked on as part of doing the work in this activity?

◆ Details

- Priority, number of resources and time duration to complete the activity.
- Sub Process – Is this activity referring to another process model as a sub-process?
- Rules – What are the business rules to be considered in doing the work in this activity or in making a decision?

◆ Problems

- What potential problems can occur while working on that activity?
- How should those problems be handled, how frequently can it occur and what is the severity of that problem? Problem type is related to some software application or user activity?

◆ Comments

- General comments and notes about that activity/step in the process model
- Who documented that activity and when?
- Are there any information areas that need further clarification or details?

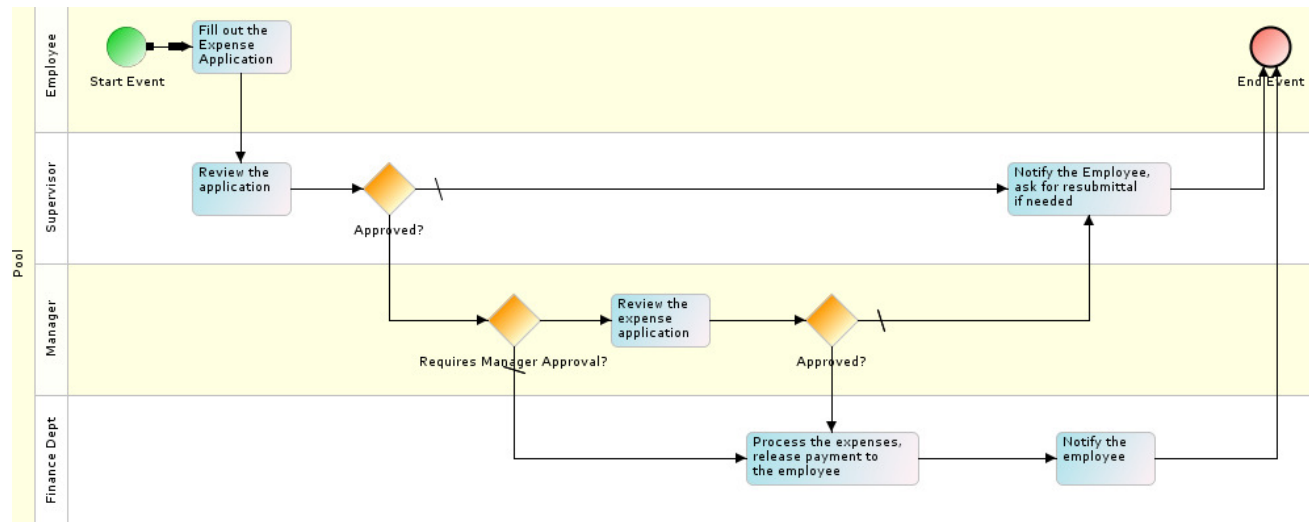


Example Process Model: Expense Approval

- ◆ Common business process in most organizations
- ◆ Employee submits an expense report
- ◆ It goes to the Employee's immediate Supervisor
- ◆ Supervisor approves or denies it
- ◆ It may have to go to the Manager
- ◆ Manager may approve or deny it
- ◆ Finally it goes to Finance Dept for payment to Employee

◆ Process Participants

- Employee
- Supervisor
- Manager
- Finance Department



Recap: Steps for Documenting a Process Model

- ◆ Open AccuProcess Modeler
- ◆ Create a process map or process diagram
- ◆ Document Process Model Properties and rules
- ◆ Document rules for each Activity (i.e. Process Step)
- ◆ Save your work
 - Tip: Save frequently while documenting the process model
- ◆ Export in PDF format for sharing and reviews

Important Note: Copy and Paste

- Copy: Select the text and then press CTRL+C together
- Paste: Place the cursor and then press CTRL+V together



View other videos and tutorials

Thank You!

If you need any help email us at:

support@accuprocess.com

