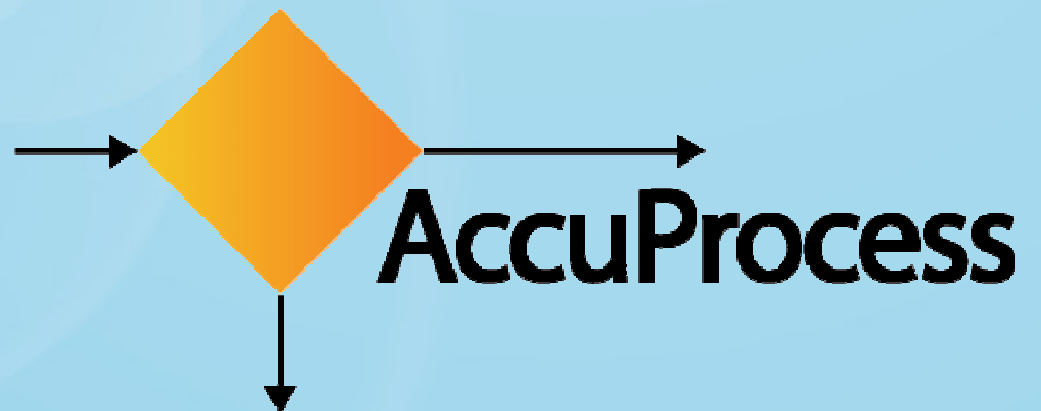


Tutorial:

***Creating a Process Map or
Process Diagram***



Steps for 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 Creating a New Process Model

- ◆ Open AccuProcess Modeler
- ◆ Give a Name to your Process Model
- ◆ Drop Swim-Lanes for each Person, Role or Dept - Label them
- ◆ Create Activities and Decision Nodes - Label them
- ◆ Connect them with Arrows to create flows
- ◆ Save your work
 - Tip: Save frequently while creating the process map



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

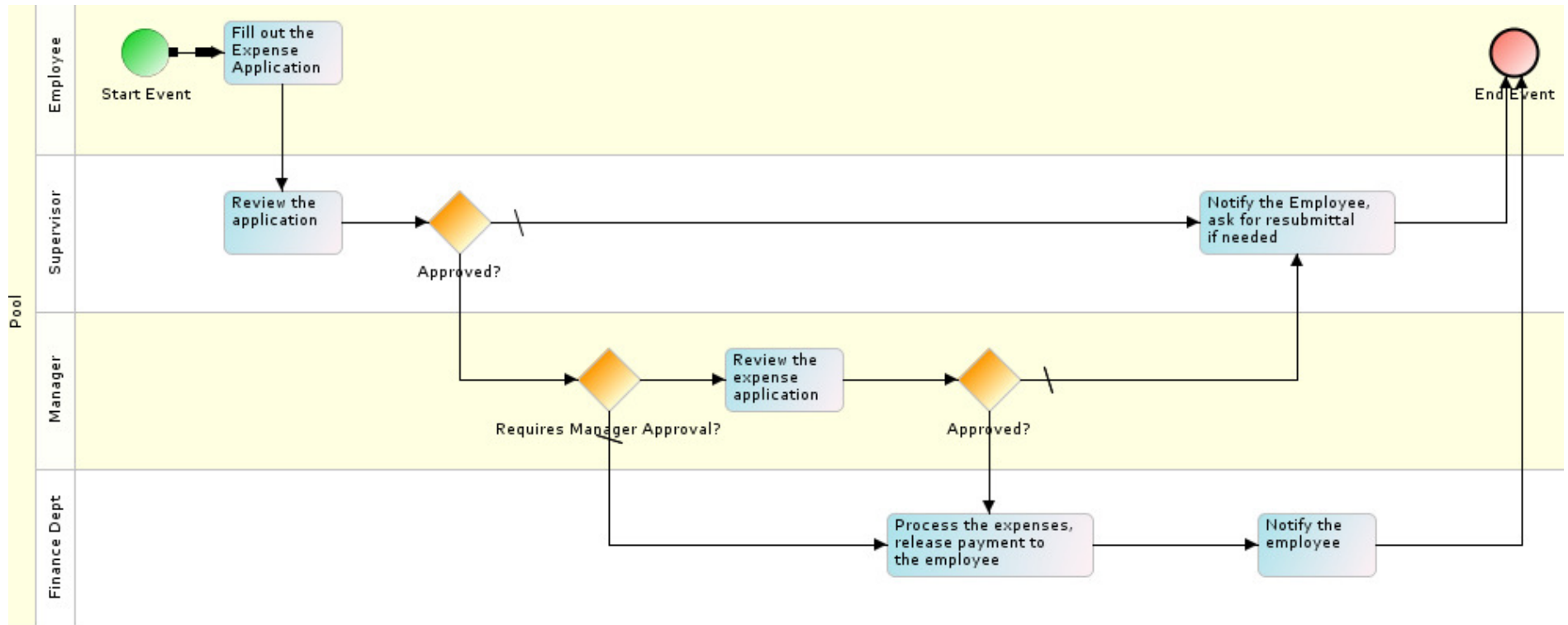


Recap: Steps for Creating a New Process Model

- ◆ Open AccuProcess Modeler
- ◆ Give a Name to your Process Model
- ◆ Drop Swim-Lanes for each Person, Role or Dept - Label them
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Exercise: Expense Approval Process



- ◆ Practice creating this example process model
- ◆ Follow the steps in the previous slide
- ◆ Add the labels in the activity steps
- ◆ Learn how to connect the activity steps using arrows

View other videos and tutorials

Thank You!

If you need any help email us at:

support@accuprocess.com

