

# Analysing and modelling business processes

Developing Quick, Effective, and Efficient Procedures

## Introduction

Business Process Redesign (BPR) and other business process improvement activities including reengineering, systems development, quality management, and continuous process improvement all depend on business process analysis and modelling. The information and abilities that participants will get from this business process analysis and modelling programme will enable them to accurately analyse business processes both at the enterprise and workflow levels.

Participants in this training programme will learn how to map and model business processes both at the organisation level and at the level of individual workflows. Additionally, this training course offers a methodical methodology to efficiently examine processes so that stakeholder requirements are included and business process models faithfully represent reality. One of the best strategies for enhancing business operations, competitiveness, efficiency, cost reduction, and employee and customer happiness is the process approach.

The Business Process Modelling Notation (BPMN) will be taught to the delegates. This is a popular open modelling standard that combines the accuracy needed to automate and implement business operations in an efficient manner with business friendliness. It is simple to comprehend and applicable to every facet of business process innovation.

Throughout the training course, actual analysis and modelling using the approaches are conducted.

### **This training session on Course N Carry will emphasise:**

- Thorough investigation is necessary for the proper depiction of company operations.
- Models of business processes offer a starting point for improvement.
- Improvement is made possible by analysis and modelling, which reveal irregularities, duplications, and weaknesses.
- Models serve as the foundation for researching, evaluating, and quantifying process outcomes.
- Corporate process models are reusable, universally understandable models that turn transient information into a concrete corporate asset.
- Models give precise specifications of business processes necessary for the efficient running of the company.

## Objectives

## **After completing this training programme in business process analysis and modelling, you will be able to:**

- Recognise the elements of business processes.
- Use the principles and methods of process analysis.
- Use Business Process Modelling Notation (BPMN) to define processes.
- Construct an architecture for business processes.
- Examine and assess the needs of the client.
- Indicate the performance metrics for business processes.
- Analyse the state of a business procedure.
- Transform corporate processes by utilising process improvement strategies.

## **Training Methodology**

Modern business process modelling techniques are imparted through succinct, targeted presentations, which are followed by workshops for hands-on learning. During these courses, case studies and real-world examples are used to apply the knowledge learned. Through group work, individual work, participant discussion, facilitator engagement, and constructive criticism, participants can quickly pick up the approaches and strategies.

## **Organizational impacts**

- Facilitate an organisational culture that is process oriented.
- Improve the organization's ability to allocate resources and organise activities.
- Encourage the organisation to improve drastically and consistently.
- Promote the creation of fresh corporate strategies and procedures.
- Apply business process models to precisely define the organization's work.
- Assist in attaining exceptional organisational performance.

## **Personal Impact**

In order to effectively manage the opportunities and difficulties it brings, this business process analysis and modelling training course will give you a foundational fluency and literacy in the subject.

## **Participants will specifically have:**

- Accurately gather the necessary data to create business process models.
- Apply best-practice business process modelling methodologies in an efficient manner.
- Contribute to projects for business process improvement with assurance.
- Accurate modelling abilities of the organization's status architecture as a collection of connected diagrams
- Apply the enhanced procedures methodically so that the organisation may use them in real-world situations.

- Obtain credits for IIBA certification and recertification.

## Who should attend?

**A wide range of professionals can benefit from this Course N Carry training course, but the following are particularly noteworthy:**

- Managers of Businesses
- Analysts of business processes
- Owners of the Process
- Analysts of Business and Systems
- Professionals in Information Technology
- Project Leaders for BPM
- Members of the BPM Project Team and Quality Experts

## Course Outline

### Day 1

#### Comprehending Business Procedures

- Summary and Principal Ideas
- A Synopsis of Business Procedures
- Different Business Process Types
- Recognising and Calling Out Business Procedures
- How Can the Elements of a Business Process Be Analysed?
- Concepts for Business Process Modelling
- Work on Useful Analysis

### Day 2

#### Using Business Process Modelling Notation (BPMN) to Develop Business Process Models

- An Overview of BPMN, or Business Process Modelling Notation
- The Workings of Business Process Modelling Mechanisms
- Modelling Events and Business Processes
- Outlining Detailed Joining and Branching Logic
- Patterns of Business Processes
- Process Modelling using the Fundamental BPMN Elements
- Work on Realistic Business Process Modelling

## Day 3

### **BPMN-Based Advanced Process Modelling**

- Extra BPMN Modelling Components
- Making Use of Hierarchical Diagrams
- Utilising Lanes and Pools
- Managing Exceptions in Process

## Day 4

### **Examining Corporate Procedures**

- Overview of Business Process Architecture
- Finding and Examining Process Gaps and Customers
- Putting Out of Date Business Rules
- Identifying Process Health
- Analysis of Process Performance
- Finding Process Facilitators

## Day 5

### **Using Models to Enhance Business Processes**

- Identifying and Acquiring Knowledge in Business
- Using Process Models to Find Improvement Opportunities
- Transforming current models into future ones
- Using Process Models to Define Improvements
- Putting New Processes into Practice
- Selecting the Appropriate Modelling Tool