***Preparatory Tasks:*** *These activities must be completed independently before the first class time of the week.*

***In-Class Activities:*** *These activities will be completed during class time with guidance and assistance from the faculty. The activities might be conducted as a class, in small groups, or individually.*

***Online/Independent Work:*** *These activities should be completed outside of class time, but before the end of the week. These suggested activities are not graded, but are recommended to help reinforce your understanding of the week’s topic(s).*

| Week | Topic | Mode | Activities | Assessments Due (midnight EST) |
| --- | --- | --- | --- | --- |
| 1  July 1-5 | Module 1: Intro to Business Process Management | Preparatory Tasks | Assigned Readings (see Moodle) | **Activity - Introduce Yourself! (Padlet)**  **Due:** Sunday July 7  **Learning Outcomes Assessed:** n/a  **No assessments due.** |
| In Class | **Lecture** - Course Orientation  **Discussion** - What is a Process?  **Lecture** - Business Process Management  **Learning Activity -** Process Pitfall Portfolio  **Learning Activity -** Communicating Process Information |
| Independent Work | **Activity** - Research BPM Software Tools  **Activity -** Documenting your Customer Journey |
|  |  |  |  |  |
| 2  July 8-12 | Module 2: Business Process Management & Notation (BPMN) | Preparatory Tasks | **Review -** Assigned Readings (see Moodle)  **Review -** BPMN Tutorial: Learn Business Process Model and Notation | **Quiz - Modules 1 & 2 (5%)**  **Due:** Sunday July 14  **Learning Outcomes Assessed:** 1 |
| In Class | **Discussion** - Process Model Notations  **Lecture** - Business Process Model & Notation (BPMN)  **Lecture** - BPMN Behaviour and Syntax  **Discussion -** Comparison with Other Notations  **Learning Activity** - Using Tokens to Navigate BPMN Models |
| Independent Work | **Activity** - Practice Quiz: Modules 1 & 2  **Action** - Set up Trisotech Account |
|  |  |  |  |  |
| 3  July 15-19 | Module 3: Process Modeling | Preparatory Tasks | **Review** - Trisotech Workflow Modeler information  **Review** - BPMN Tutorial Videos | **Applied - BPMN Lab 1 (10%)**  **Due:** Sunday July 21  **Learning Outcomes Assessed:** 3, 4, 7  **\*Assignment 1 - BPMN Discussion Forum (Initial Response)**  **Due:** Sunday July 21  **Learning Outcomes Assessed:** 1 |
| In Class | **Activity** - Decoding the BPMN Symbol Set  **Activity** - Trisotech Workflow Modeler Onboarding  **Activity** - Interpreting BPMN Process Models  **Activity** - Modeling a Process with BPMN (Level 1) |
| Independent Work | **Review** - BPMN Tutorial Videos |
|  |  |  |  |  |
| 4  July 22-26 | Module 4: Processes and Organizational Strategy | Preparatory Tasks | **Review -** Assigned Readings (see Moodle) | **\*Assignment 1 - BPMN Discussion Forum (Post Comments)**  **Due:** Thursday July 25 **Learning Outcomes Assessed:** 1  **Applied - Lab 2 (10%)**  **Due:** Sunday July 28  **Learning Outcomes Assessed:** 3, 4, 7  **Quiz - Modules 3 & 4 (5%)**  **Due:** Sunday July 28  **Learning Outcomes Assessed:** 2, 4, 5, 6, 7 |
| In Class | **Activity** - Modeling a Process with BPMN (Level 2)  **Lecture** - Aligning Processes and Organizational Goals  **Activity** - Aligning Processes and Organizational Goals |
| Independent Work | **Activity** - Practice Quiz: Modules 3 & 4 |
|  |  |  |  |  |
| 5  July 29 - Aug 2 | Module 5: Monitoring Processes | Preparatory Tasks | **Review -** Assigned Readings (see Moodle) | **\*Applied - Group Model - Part 1 (Drafts) (10%)**  **Due:** Thursday Aug 1  **Learning Outcomes Assessed:** 1, 2, 3, 4  **Assignment - Group Model - Part 2 (feedback) (5%)**  **Due:** Sunday Aug 4  **Learning Outcomes Assessed:** 1, 2, 3, 4 |
| In Class | **Lecture** - Process Monitoring  **Activity -** Monitoring the Veterinary Onboarding Process |
| Independent Work | N/A |
|  |  |  |  |  |
| 6  Aug 5-9 | Module 6: Continuous Improvement | Preparatory Tasks | **Review -** Assigned Readings (see Moodle) | **Assignment - Group Model - Part 3 (Finals) (15%)**  **Due:** Sunday Aug 11  **Learning Outcomes Assessed:** 2, 6  **\*Assignment 2 - Module 4 (10%)**  **Due:** Sunday Aug 11  **Learning Outcomes Assessed:** 3, 4, 7 |
| In Class | **Lecture** - Process Optimization  **Activity -** Quality at BrewMaster Coffee |
| Independent Work | N/A |
|  |  |  |  |  |
| 7  Aug 12-16 | Module 7: Automation and Executable Processes | Preparatory Tasks | **Review -** Assigned Readings (see Moodle) | **\*Assignment 3 - Module 5 (5%)**  **Due:** Friday Aug 16  **Learning Outcomes Assessed:** 2, 5  **Quiz - Modules 5, 6 & 7 (10%)**  **Due:** Friday Aug 16  **Learning Outcomes Assessed:** 2, 5, 6, 7  **Assignment - Group Model - Part 4 (Optimization) (10%)**  **Due:** Friday Aug 16  **Learning Outcomes Assessed:** 6, 7 |
| In Class | **Lecture** - Process Automation (BPMS) & Executable Process Models  **Activity** - Process Performance Analysis & Optimization Discussion - Opportunities for Automation in the Veterinary Onboarding Process |
| Independent Work | N/A |

This is a guide only. Timelines and activities may be subject to change

| Learning Outcomes | |
| --- | --- |
| 1 | Create visual representations of business workflows and processes using essential principles. |
| 2 | Analyze business processes to identify potential areas of improvement and inefficiencies. |
| 3 | Design efficient and effective business processes aligned with strategic goals and objectives. |
| 4 | Implement business processes and communicate them effectively to stakeholders for understanding and adoption. |
| 5 | Evaluate and monitor the performance of business processes, using appropriate metrics for ongoing effectiveness. |
| 6 | Optimize business processes using feedback and performance data through continuous improvement principles. |
| 7 | Develop executable workflows with relevant business rules for compliant and effective processes. |