

## 1. What is a BPMN?

A business process modelling notation (BPMN) is a visual modelling language for business analysis applications, it is a flow chart method that models the steps of a planned business process from end to end. A BPMN visually depicts a detailed sequence of business activities and information flows needed to complete the process. The major purpose of a BPMN is to model ways to improve efficiency, account for new circumstances or gain competitive advantage by providing a notation that is intuitive to business users, yet able to represent complex semantics. There are a few important tips for business process modelling:

1. Clearly define the scope of the process with a beginning and end.
2. You might first map the current business process to highlight inefficiencies before modelling a better way with BPMN.
3. Aim for BPMN diagrams that fit on one page,
4. Lay out sequence flows horizontally, show associations and data flows vertically.
5. You can create different versions of the diagram for different stakeholders, depending on the level of detail needed for their role.
6. BPMN is not appropriate for modeling organizational structures, functional breakdowns, or data flow models. Although BPMN depicts some information flows in business processes, its not a data flow diagram (DFD).