Business Process Model and Notation

Quick Reference Guide



Activities

edit order

Tasks

are activities that represent individual steps within a process.

procure goods

Subprocesses

represent collapsed details for one task within multiple steps.

Events



Start events

initiate a process instance.



Intermediate events

represent conditions/ milestones in the process.



End events

complete the respective process instances.

Connecting Objects



Associations

combine data objects and artifacts with other elements.

Sequence flows

connect events, gateways, tasks, and subtasks.



Message flows

represent communication and interactions between pools.

Artifacts



Data objects

represent files or documents, which are used to complete activities.



IT Systems

represent certain systems, which are utilized to execute activities.

Gateways



Exclusive Gateways

(XOR) are used when several conditions are mutually exclusive and only one selection is possible e.g. "yes" or "no".



Inclusive Gateways

(OR) are used if one or more conditions are possible. Depending on the number of conditions, the merging gateway waits for all possible incoming branches.



Parallel Gateways

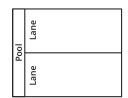
(AND) activate all outgoing branches simultaneously. They wait for all incoming branches to be completed before continuing the sequence flow.



Event-based Gate-

ways are used if the ongoing process flow depends on the occurrence of an event. The process will continue with the first occurring event.

Swimlanes



Swimlanes

Responsibilities can be divided into pools and lanes. Pools represent an organization, lanes show working groups or individuals.