



Process documentation

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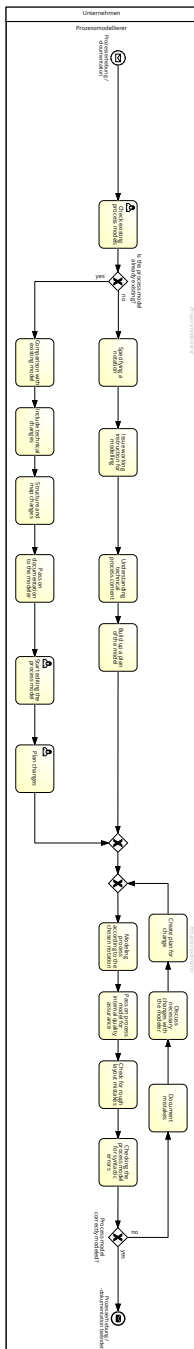


1 92_model

<i>Diagram Type</i>	Business Process Diagram (BPMN 2.0)
<i>Path</i>	Shared documents / SAP-SAM
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<i>Diagram Link</i>	https://academic.signavio.com/p/editor?id=4eaf6818d55247e38b93ea7447dfee15



1.1 Diagram



1.2 Description

This process describes the procedure if a process has to be created or if adjustments have to be made to existing processes.



1.3 Elements

Process elements

Prozesserhebung / -documentation

Start Message Event

The process is called if there is an order to model or revise a process model.

Organization units: Unternehmen - Prozessmodellierer

Message name: Eingehender Auftrag

Check existing process models

Task

Before starting to model a new process, it is necessary to check whether a process model already exists which reflects the context to be worked on. For this purpose, the process model can be "searched" for in the process modeling software.

Organization units: Unternehmen - Prozessmodellierer

Task type: User

Is the process model already existing?

Exclusive (XOR) Gateway

In order to avoid redundant process models in the process map as well as possible additional work, it should be checked in advance whether a process already exists that deals with the context to be processed.

This task or decision is the responsibility of the respective modeler. If necessary, the Business Process Management department can be consulted.

Yes means that the process model already exists and can be adopted with changes and arrangements if necessary.

No means that the process model has to be created completely from scratch and the context of the process has not yet been modeled.

Organization units: Unternehmen - Prozessmodellierer

Specifying a notation

Task

If no company-wide notation is specified, one is selected from the most common notations. The ideal case is to keep them the same for all process models.

Organization units: Unternehmen - Prozessmodellierer

Issue working instruction for modelling

Task

A modeller or a modelling team is commissioned for the modelling.

Organization units: Unternehmen - Prozessmodellierer

Understanding technical process content

Task



Modeler receives the technical documentation and gets a first impression. In order to avoid discrepancies, the modeler and the specialist contact person discuss the model sketch.

Organization units: Unternehmen - Prozessmodellierer

Build up a plan of the model

Task

After all discrepancies have been clarified, the modeller works out a model plan.

Organization units: Unternehmen - Prozessmodellierer

Comparison with existing model

Task

To differentiate between old and new process flows, it is necessary to compare the existing processes with the technical knowledge gained through the "process discovery" process.

Organization units: Unternehmen - Prozessmodellierer

Include technical changes

Task

The functional changes have to be noted down before they can be included in the process model.

Organization units: Unternehmen - Prozessmodellierer

Structure and map changes

Task

Once all technical changes have been internalized, the modeler starts to sketch the process.

Organization units: Unternehmen - Prozessmodellierer

Pass on documentation to the modeler

Task

The documentation documents are transferred to the modeller.

Organization units: Unternehmen - Prozessmodellierer

Start editing the process model

Task

If a valid process model exists, then the modeling must create a working version of the existing process model. Then there are two models, one is the existing process model that is still released and the other is the new process model that has the status "in process".

Organization units: Unternehmen - Prozessmodellierer

Task type: User

Plan changes

Task

Defects or complaints will be adjusted in the working version.

As a rule, the adjustment is followed by a reassurance that all contents have been reproduced correctly. If necessary, additions or adjustments are to be modelled after consultation.

Organization units: Unternehmen - Prozessmodellierer

Task type: User

Exclusive (XOR) Gateway



Exclusive (XOR) Gateway

Organization units: Unternehmen - Prozessmodellierer

Exclusive (XOR) Gateway

Exclusive (XOR) Gateway

Organization units: Unternehmen - Prozessmodellierer

Modeling process according to the chosen notation

Task

Process sketches and documentation are combined and modelled in a process model using the notation provided for this purpose.

Organization units: Unternehmen - Prozessmodellierer

Pass on process model for internal quality assurance

Task

The created process models and documentation are all passed on to quality assurance.

Organization units: Unternehmen - Prozessmodellierer

Check for rough layout mistakes

Task

This activity deals with the clarity of the modelled process and complains about layout mistakes.

Organization units: Unternehmen - Prozessmodellierer

Checking the process model for syntactic errors

Task

Before domain-oriented changes are remodeled, it is assessed whether the process has been modeled correctly.

Organization units: Unternehmen - Prozessmodellierer

Process model correctly modeled?

Exclusive (XOR) Gateway

If there are differences between the business process and the process modelling.

Organization units: Unternehmen - Prozessmodellierer

Document mistakes

Task

The documentation of mistakes serves to avoid errors during further modelling work. A fault analysis is carried out for this purpose. At the same time, an error culture is introduced which results in a structuring and categorization of mistake cases.

Organization units: Unternehmen - Prozessmodellierer

Discuss necessary changes with the modeler

Task

The person responsible for the domain discusses the changes to be made with the modeller and makes suggestions for improvement at the domain level.

Organization units: Unternehmen - Prozessmodellierer

Create plan for change

Task



The modeller draws a sketch of a possible implementation of the suggested improvement, which was given bei the technical contact person

Organization units: Unternehmen - Prozessmodellierer

Prozesserhebung / -dokumentation beendet

End Message Event

Das Prozessmodell wurde überarbeitet beziehungsweise neu modelliert und wird im nächsten Schritt redaktionell geprüft.

Nachfolgerprozesse:

- Weblink (/model/7210a36f5afa4164b762c9f851084b61)

Organization units: Unternehmen - Prozessmodellierer

Message name: Überarbeitetes / neuerstelltes Prozessmodell

Organization units

Prozessmodellierer

Lane

Der Prozessmodellierer ist eine Sammelrolle für verschiedene Arten von Modellierern. Der Geschäftsprozessmodellierer kann funktional in einem Fach- oder Querschnittsbereich, in der Abteilung Geschäftsprozessmanagement oder als externer Experte einer Unternehmensberatung verankert sein. Daher wurde die neutrale Rolle gewählt.

Organization unit: Unternehmen

Unternehmen

Pool