

## Process documentation

Organization: Universität Ulm

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## **Table of contents**

1 53\_model 3

Universität Ulm 2 | Signavio GmbH



## 1 53\_model

Diagram Type Business Process Diagram (BPMN 2.0)

Path Shared documents / SAP-SAM

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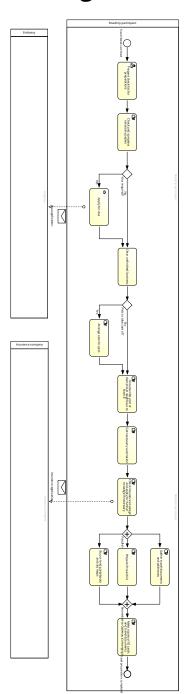
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https://academic.signavio.com/p/editor?id=edc507251a754c5b836ff032495f6441 Diagram Link

3 | Signavio GmbH Universität Ulm

## 1.1 Diagram



# **1.2 Elements** Process elements

Travel details are fixed

Start Event

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Organization units: Roadtrip participant

#### Prepare check-list for preparations

Task

Organization units: Roadtrip participant

Task type: User

#### **Check and complete necessary papers**

Task

Necessary papers can include: ID card, Passport, Hostelling International Card, (international) Driving licence, International insurance card

For trips outside the European Union a passport is necessary.

You should also check if you are travelling to countries requiring a minimum remaining validity time on your official travel documents such as a passport.

Organization units: Roadtrip participant

*Task type:* Manual

#### Visa required?

Exclusive (XOR) Gateway

Organization units: Roadtrip participant

#### Apply for visa

Task

*Use visa application form and follow the steps indicated there to apply for necessary visa.* 

Organization units: Roadtrip participant

Task type: Send

#### Clear unfinished business

Task

Check if there is anything left undone.

Organization units: Roadtrip participant

#### Pets to take care of?

Exclusive (XOR) Gateway

Organization units: Roadtrip participant

#### Arrange care for pets

Task

Make sure that pets are being taken care of, e.g. by neighbours or relatives. Should this not be possible there are private organisations providing such care as a professional service.

Organization units: Roadtrip participant

Task type: Manual

#### Unsubscribe post or demand at neighbour to fetch it

Task

In any case it is recommended to inform your neighbour(s) about your travel and being away.

Organization units: Roadtrip participant

*Task type:* Manual

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#### **Get necessary vaccination**

Task

Necessary vaccination for the destinations of the road trip can be demanded at tropical institutions. Ususally these instituations also offer possibility to obtain vaccination at their site.

Organization units: Roadtrip participant

*Task type:* Manual

#### Check insurance coverage and apply for further coverage if necessary

Task

The following insurances should be considered, if they are not already part of the travel arrangement:

- \* Travel cancellation insurance
- \* Car liability: check if valid abroad
- \* Luggage insurance
- \* Travel health insurance

Organization units: Roadtrip participant

Task type: Manual

#### **Parallel Gateway**

Parallel Gateway

Organization units: Roadtrip participant

#### **Gather travel documents and addresses**

Task

Travel documents such as booking confirmations for flights, hotesl etc.: gather them in a folder and supplement this information with importnat addresses such as embassies, consulates, telephon numbers to block credit/debit cards, emergency numbers etc.

Organization units: Roadtrip participant

Task type: Manual

#### Prepare first-aid kit

Task

Organization units: Roadtrip participant

Task type: Manual

#### Buy or lend guidebooks and city maps

Task

Organization units: Roadtrip participant

*Task type:* Manual

#### Non-exlusive Gateway (converging)

Parallel Gateway

Organization units: Roadtrip participant

#### Make copies of ID cards and travel documents

Task

Organization units: Roadtrip participant

*Task type:* Manual

#### **Travel preparations completed**

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**End Event** 

Organization units: Roadtrip participant

### **Organization units**

#### **Embassy**

Pool

Process type: NONE

#### **Insurance company**

Pool

Process type: NONE

Lane

Lane

Organization unit: Embassy

Lane

Lane

Organization unit: Insurance company

Lane

Lane

Organization unit: Roadtrip participant

#### **Roadtrip participant**

Pool

Process type: PRIVATE

### Data / IT-Systems

#### **Insurance application**

Message

#### **Visa application**

Message

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