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| VIETTEL PERU SAC  **PROCESS DEPARTMENT** | **“YEAR OF THE STRENGTHENING OF NATIONAL SOVEREIGNTY”** |
| N°: /STA-VTP-Process | *Lima, date month year 2022* |
| **APPROVED BY**  Day Month year 2022  **GENERAL DIRECTOR** |  |

**STATEMENT**

**About approval to choose BPMN as the standard process at Viettel Peru**

Respect to: General Director.

Based on the actual situation at Viettel Peru SAC,

The Process Department would like to submit to the General Director for approval to choose BPMN as the standard process at Viettel Peru, details are as follows:

1. **REASON AND PURPOSE:**

* Currently, Departments are using the Flowchart language to draw the process. But flowchart language is not a standardized language, it is so complicated. So most of processes are not presented in a standard uniform format and some notations, symbols are not correct.
* BPMN (Business Process Model and Notation) is the current process flowchart language that as the best by is a standardized language with a rich system of symbols, are visually represented, semantically clear, can represent both processes complex and collaborative processes, suitable for the adoption of information technology information to store improvements and monitor processes. BPMN is ISO certified as a standard for drawing processes and is widely used on Companies and organizations: IBM, Oracle, TMForum…
* So Process Department suggest chosing BPMN as the standard and only language to draw Business Process in Viettel Peru.

1. **CONTENT:**
2. **Guideline for using BPMN for making process**

* PROCESS 01\_Guideline for drawing process flowchart by BPMN language in Viettel Peru.
* Appendix 01\_Guideline for using BPMN notation to draw flowcharts.
* Appendix 02\_Rules for checking flowcharts in BPMN.
* Appendix 03\_Guideline for using Bizagi to draw the BPMN process.
* Appendix 04\_Bizagi\_Platform\_Overview.

1. **Scope to apply:** Apply to all departments of Viettel Peru.
2. **Time to apply:** From 01/12/2022.

**III. IMPLEMENTATION:**

* All Departments: Only use BPMN to draw and issue Business Process flowcharts of Viettel Peru.
* The Process Department: Instructions directly for using the Bizagi Modeler tool to draw the process. Training for departments how to use BPMN in making process.
* A&P Department: Reject documents when submitting BOD if there is process flow that does not follow the BPMN language like this guide.

Respectfully submit to the General Director for approval choosing BPMN as the standard process at Viettel Peru./.

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| ***Receiver:***   * BOD (to report); * A&P Department (to control); * Departments (to do); * Save: Process, Mai (03). | **PROCESS DEPT** |