

Brief: Company SoftSpotIT LTD. has recently revised its HR process for Candidate recruitment and selection. In this process, colleagues from different departments of the company (recruiters, team leader, project manager, accounting) participate, exchanging views and sharing their knowledge and expertise.

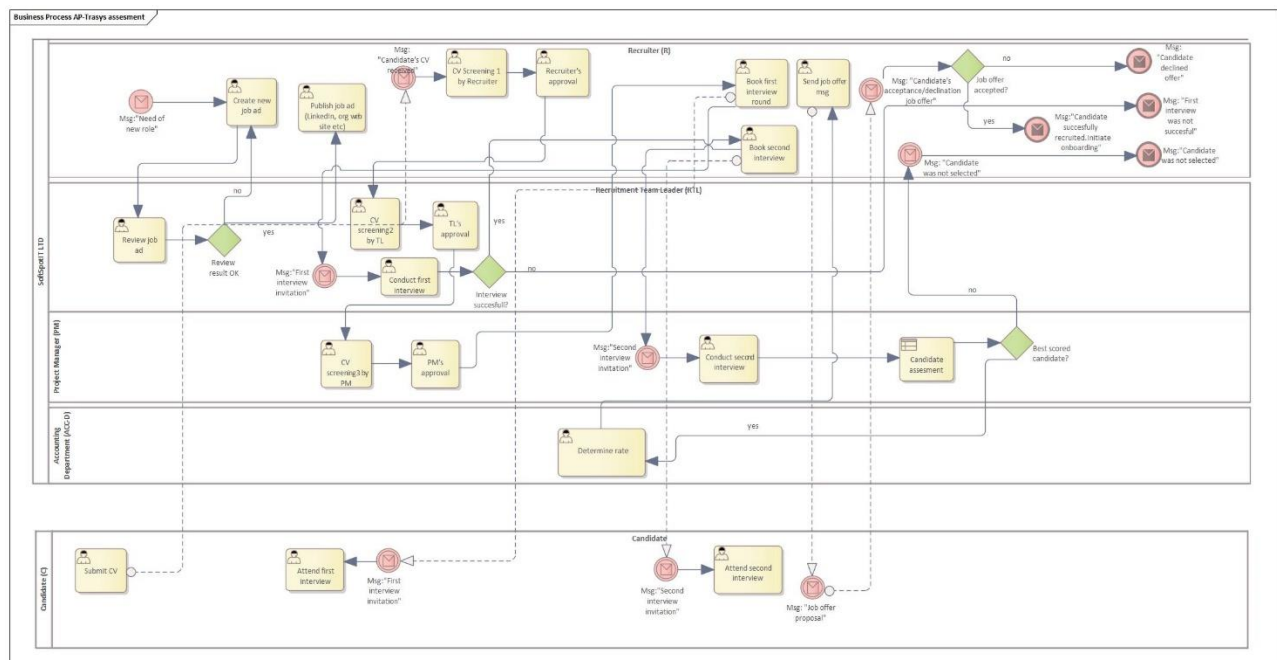
This assessment for the Business Analyst position consists of the following three exercises:

Exercise A

You are asked to produce a BPMN diagram for the above HR process. Kindly note that the process shall consider the following steps (not restrictive, though - you may need to think of intermediate steps to link one step with the other):

- Job ad creation by recruitment team and review by the team leader
- Job ad publication in LinkedIn, company website, etc.
- CV & resume (optional) submission from the candidate
- CV screening (from the recruitment team, after recruiters' approval then from the team leader, after team leader's approval then from the project manager of the project to which the candidate will be assigned)
- Recruitment team books first round of interview with candidate
- Team leader conducts the interview
- Recruitment team books second round of interview with candidate who succeeded in the first round
- Project manager conducts the interview
- Candidate assessment
- Accounting determines the rate to be proposed to the candidate who performed best in the interview
- Job offer sent by the recruiter to the candidate who performed best in the interview

AP-Solution:



Exercise B

Lately, SoftSpotIT company decided to move to MS SharePoint. For the BPMN diagrams like the one you produced in exercise 1, the company has decided to provide a tool named OneAssist (<https://www.oneassist.de/en/>) which can be used to integrate data to MS SharePoint. As part of this exercise, you are asked to assess whether and how OneAssist can be used for this purpose. Kindly note that this is a research exercise so you are invited to search online for what OneAssist can support and how it can be used, so it is not required to gain access to it.

AP-Solution:

My research focuses on oneAssist content that I have identified on YouTube.

Thus, I found that oneAssist provides eight main web parts for Microsoft SharePoint. Here is a list with links of these web parts explained in short videos:

1. oneAssist “BPMN Editor” web part: The oneAssist BPMN Editor web part allows us to create, open, and edit our BPMN files directly in the web interface of MS SharePoint. Link: <https://www.youtube.com/watch?v=VoWkxKzE6Eo&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=2&t=15s>
2. Document+ web part: This web part displays documents stored in SharePoint document libraries. Link: <https://www.youtube.com/watch?v=dO3JJcr2CKM&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=6>
3. Details+ web part: This web part displays detailed information about a selected item in a SharePoint list. Link: <https://www.youtube.com/watch?v=ULHrd6cHeRM&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=5&t=13s>
4. List+ web part: This web part allows users to filter in MS SharePoint by any content and individual criteria. Link: <https://www.youtube.com/watch?v=MUoMpwHhpwc&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=8>
5. Filter+ web part: This web part provides an additional input field for the application of filters that can be combined as desired. Link: <https://www.youtube.com/watch?v=k5TzDR7yMxc&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=7>
6. Breadcrumb+ web part: This web part provides breadcrumb navigation that allows users to easily navigate through the site hierarchy. Link: <https://www.youtube.com/watch?v=RBtMHoGNx6A&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=3>
7. Treeview+ web part: This web part displays hierarchical data in a tree structure, allowing users to easily navigate through the data. Link: <https://www.youtube.com/watch?v=1DbnvfRlbfI&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=9&t=12s>
8. Chart+ web part: This web part allows users to create charts and graphs based on data stored in SharePoint lists. Link: https://www.youtube.com/watch?v=Pf1_fHKwJUs&list=PLVzJiWejGH-g6mHYfetcCDFtGrtpa02-2&index=4

As we know, SharePoint is used to create informative/collaborative web sites within a company, along with key roles, using Lists, Libraries, Filters, Documents and along with elements that facilitate navigation within the web site, like Treeview and Breadcrumbs...The essential unit in SharePoint is the web site...A SharePoint portal is a collection of web sites and a web site is a collection of web pages...Each web site has a Homepage as a navigation starting point.

In the next lines I will show how I think oneAssist can be used to integrate SoftSpotIT data within a SharePoint portal.

Thus, each modeled business process will be subject to a unique SharePoint web site and all modeled business processes will form a SharePoint portal.

1)Using oneAssist “BPMN Editor”

oneAssist “BPMN Editor” could provide a better modelling experience than modelling business processes in Visio and then importing the diagram in SharePoint. I expect a diagram directly created within the web page using oneAssist “BMPN Editor” web part to be highly responsive, the process model would integrate seamlessly in the SharePoint web page and its collection of shapes to be richer than the one provided in Visio...And probably each shape would interact with the user via a contextual menu, making available more options and events to the user. A Visio diagram inserted in the web page would act simply as a picture, being nonresponsive for the user, whereas oneAssist would provide this way an enhanced dynamicity to the SharePoint web page in relation to the user.

2)Using oneAssist “Document+”

Another important web part from oneAssist that makes a significant difference, in my opinion, is “Document+” web part. These are some of its capabilities:

- The oneAssist Document+ web part for Microsoft SharePoint simplifies user’s everyday life by embedding a document preview in the SharePoint page.
- It allows the user to display a wide variety of files directly in SharePoint without reloading or leaving the current page.
- With just one click, the user can see his/her documents, videos, diagrams, or images in preview mode.
- Another click turns the preview into a full-screen view.

3)Using oneAssist “Details +”

The next web part from oneAssist I will discuss is called “Details +”. It has the following capabilities:

- The oneAssist “Details+” web part is a tool designed to help users highlight crucial details in their Microsoft SharePoint business portal.
- The Details+ web part allows users to view the data of a selected SharePoint list item.
- This functionality is based on a list view and can be configured in the list settings.
- The web part provides a valuable space-saving feature by allowing the selected list columns to be distributed across multiple tabs.
- This simplifies the data by displaying essential information grouped thematically.

4)Using oneAssist “List+”

- The OneAssist List+ web part is a tool within Microsoft SharePoint that allows users to build dynamic and interactive portals.
- The web part ensures that users see relevant information based on the current context.
- The List+ web part can interact with other web parts, allowing for enhanced functionality beyond standard SharePoint.
- It can pass on and receive selections, allowing users to define multiple filters simultaneously for targeted data analysis.

5) Using oneAssist "Filter+"

One last web part that plays a significant role in building a dynamic web site in SharePoint is oneAssist "Filter +". This has the following capabilities:

- The oneAssist Filter+ web part for Microsoft SharePoint is an input field for filters and search values
- It provides new insights and makes work easier
- Filter values and selections can be passed to other oneAssist web parts
- Various input options are available to narrow down data precisely to meet requirements
- The web part can also be used to select content and switch a List's contents

So far, our analysis focused on the web parts that significantly enhance the content aspect of a SharePoint website (BPMN Editor, Document+, Details+, List+, Filter+)

These web parts can be used to create dynamic interfaces that allow users to easily build content in the site hierarchy, display detailed information about a selected item in a SharePoint list, and filter content by any criteria, respectively.

The other group of web parts from oneAssist is the one that ensures enhanced navigation within a SharePoint Portal hierarchy, namely (Breadcrumb+, Treeview+, Chart+). We will discuss this group in the following lines.

6) Using oneAssist "Breadcrumb+"

- The oneAssist Breadcrumb+ web part for Microsoft SharePoint allows us to turn our data into understandable relationships within a portal page.
- This web part dynamically displays our position in our data structure, providing a familiar and straightforward navigation structure.
- It displays data documents and their relationships, giving us a representation of the critical path on individual pages.
- The web part shows different hierarchy levels clearly arranged and simultaneously serves as a navigation tool.
- We can use the breadcrumb web part to influence other content on the whole SharePoint page, adapting to the current page view.

7) Using oneAssist "Treeview+"

- The Treeview+ web part presents complex hierarchy levels in a clear and organized manner.
- It allows us to conveniently display different documents in processes via the tree view or highlight individual list entries in lists with just one click.
- By combining it with the oneAssist Breadcrumb+ web part, we can establish the ideal navigation for dynamic pages in Microsoft SharePoint.
- The Treeview+ web part also provides a context menu that gives us easy access to familiar functions.

8) Using oneAssist "Chart+"

- The Chart+ web part offers more clarity and comfort to Microsoft SharePoint.
- It displays list contents as a chart, allowing for easier visualization and interpretation of data.
- Users can choose different chart types, group data, and summarize data columns.
- Configuration is simple yet flexible, making it easy to tailor the web part to specific needs.
- The web part can be conveniently placed between data, ensuring accessibility at critical moments.

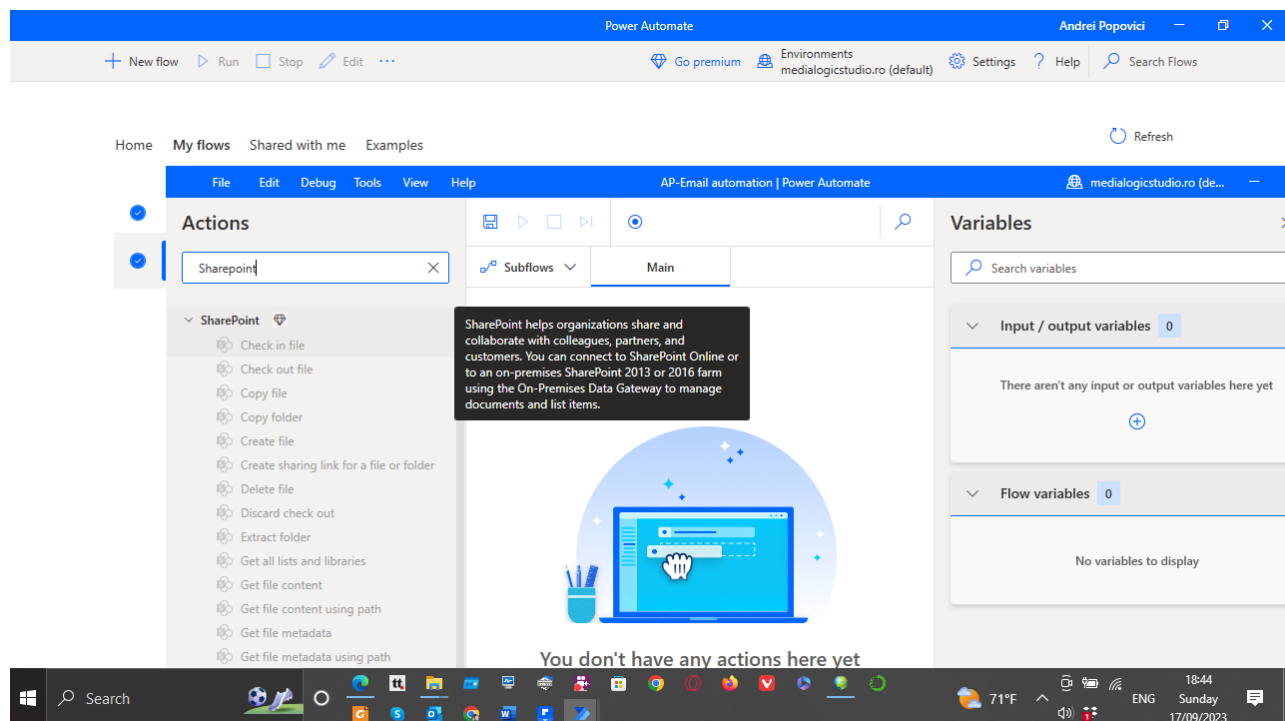
- SharePoint web parts can communicate with each other, providing various possibilities for utilizing their connection.
- This allows for dynamic filtering of diagrams and the immediate display of additional details about the dataset.

To conclude, oneAssist ensures that its solution combines the functions of Microsoft Visio and Microsoft SharePoint into a comprehensive business process portal that adds additional functionality needed for a universal BPM solution, but that Microsoft does not provide. The extensions developed by oneAssist integrate seamlessly with Microsoft products and existing digital infrastructure and data structure. Thanks to the familiar interfaces, the company's employees can get started and work together more efficiently without much training.

9) Using oneAssist "BPMN Editor" and Microsoft Power Automate to automate certain workflows from modeled business processes

Lastly, I will mention one major step forward, namely the possibility to automate certain activities / workflows that are part of modeled business processes, embedded in SharePoint web pages via oneAssist "BPMN Editor" as we discussed at 1) above. The automation of these activities / workflows (e.g. replying email, saving attachments in designated folders etc) can be implemented via Microsoft Power Automate in order to free users from reacting to these intermediate events and having the business processes running smoothly...Involved users would simply monitor the progressively added results of the automated workflows (e.g. new attachments, events scheduled via emails etc) and would be left only to deal with tasks that require their direct intervention. Reference links: <https://learn.microsoft.com/en-us/search/?scope=Power%20Automate&terms=Sharepoint>

Below we present a screen shot from Power Automate Desktop, that can be considered as a starting point in connecting Power Automate to a SharePoint portal and further to processes depicted in SharePoint web pages, to automate various workflows described with oneAssist "BPMN Editor".



Exercise C

Given that the company has ~five hundred (500) processes that need to be converted to BPMN diagrams and be integrated to MS SharePoint using OneAssist, and that you have two (2) months to finish this work, you need to provide a plan for this task. Considering that the time provided is not sufficient for all of the processes, you need to suggest a prioritization logic to the company. For this exercise, you have to present which factors you would take into account for the prioritization of the integration of the company's processes in MS SharePoint.

AP-Solution:

To prioritize the integration of the company's processes in MS SharePoint using oneAssist, I think the following factors should be considered:

Business criticality: Processes that are critical to the business should be given higher priority than those that are less critical. For example, processes that are essential to the company's core operations or generate significant revenue should be prioritized over processes that are less important.

Complexity: Processes that are more complex and require more time and effort to convert to BPMN diagrams should be given lower priority than those that are simpler and can be converted more quickly. This will help ensure that the project stays on schedule and is completed within the two-month time limit.

Dependencies: Processes that have dependencies on other processes or systems should be given higher priority than those that do not. This will help ensure that all dependencies are identified and addressed in a timely manner.

Ease of automation: Processes that are easier to automate using Power Automate should be given higher priority than those that are more difficult to automate. This will help ensure that the company can realize the benefits of automation as quickly as possible.

User impact: Processes that have a greater impact on users should be given higher priority than those that have a lesser impact. For example, processes that affect a large number of users or have a significant impact on user experience should be prioritized over processes that affect fewer users or have a smaller impact.

By considering these factors, we could develop a prioritization logic for the integration of the company's processes in MS SharePoint using oneAssist web parts.

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