

# Executive Summary

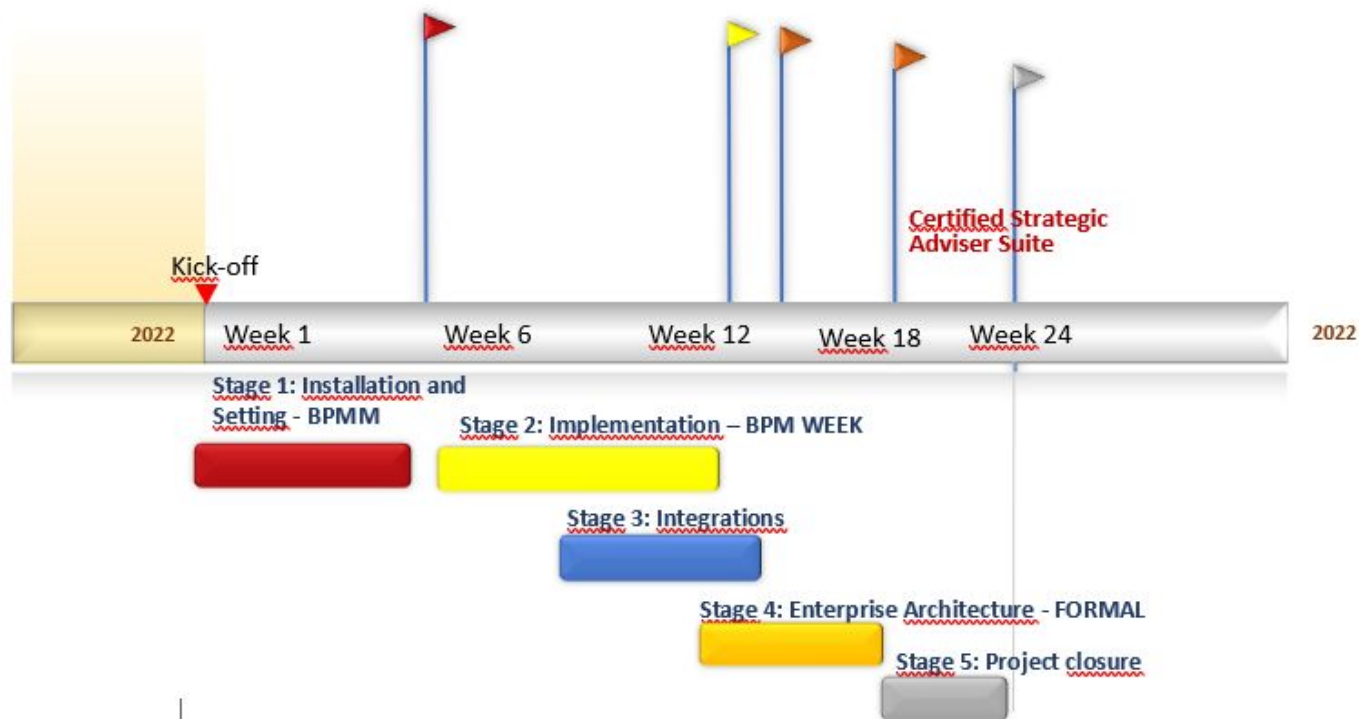
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Our proposal aims to contribute to the objective of the UNICOMER group in the formalization of its processes and to achieve the management of its units located in different countries and sectors. As well as we contribute with the application of best practices in processes and their management from a robust and integrated platform such as SA Strategic Adviser.



## Project Schedule



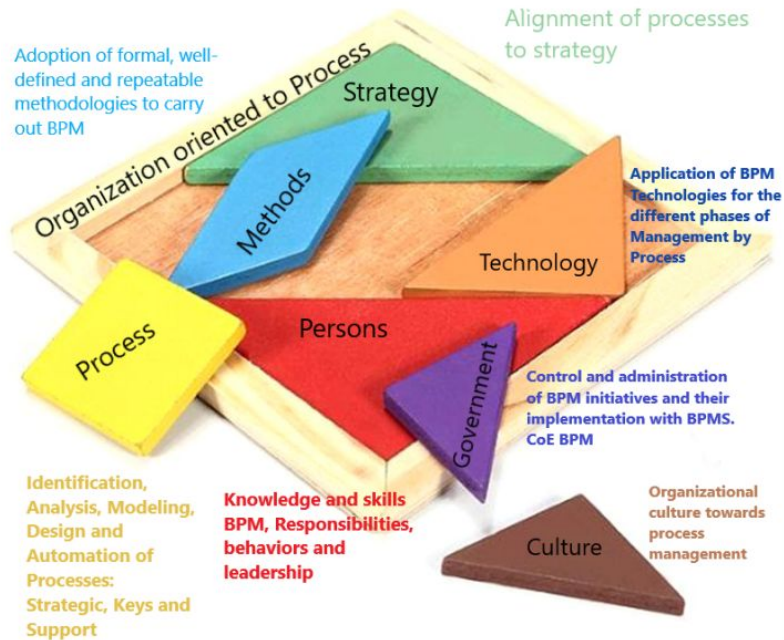


**SA**  
Process  
Manager

# Project Team - Consultants



## 7 key factors of the maturity of the Organization Oriented a Process





**SA**  
Process  
Manager

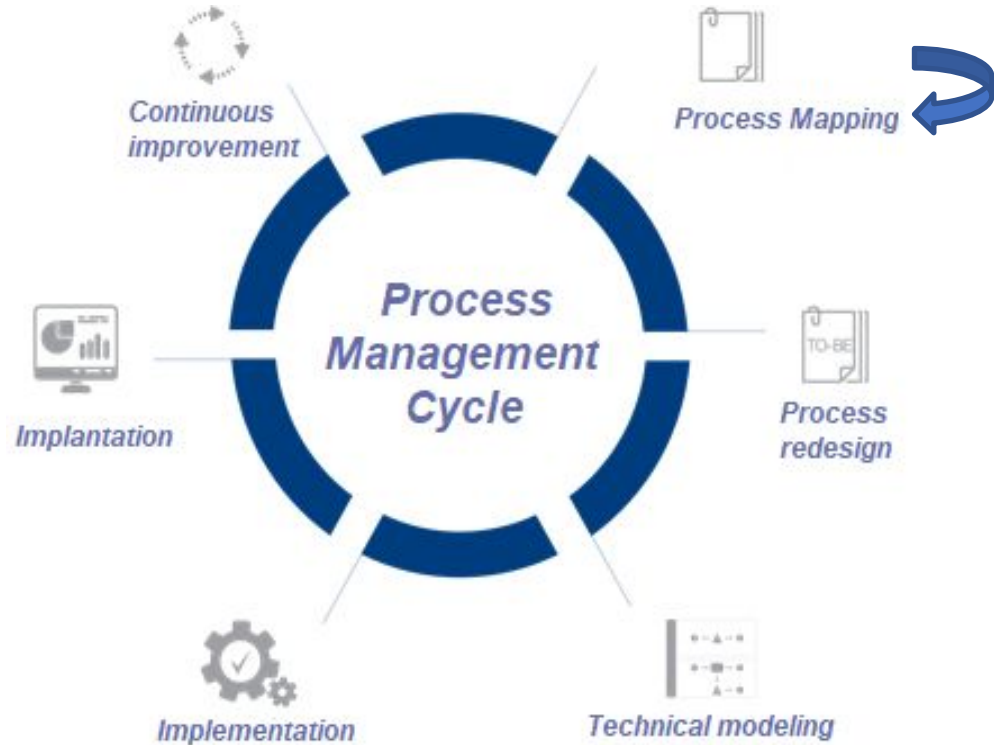
## METHODOLOGY: Process Management Cycle - BPM





## Process Mapping (AS-IS):

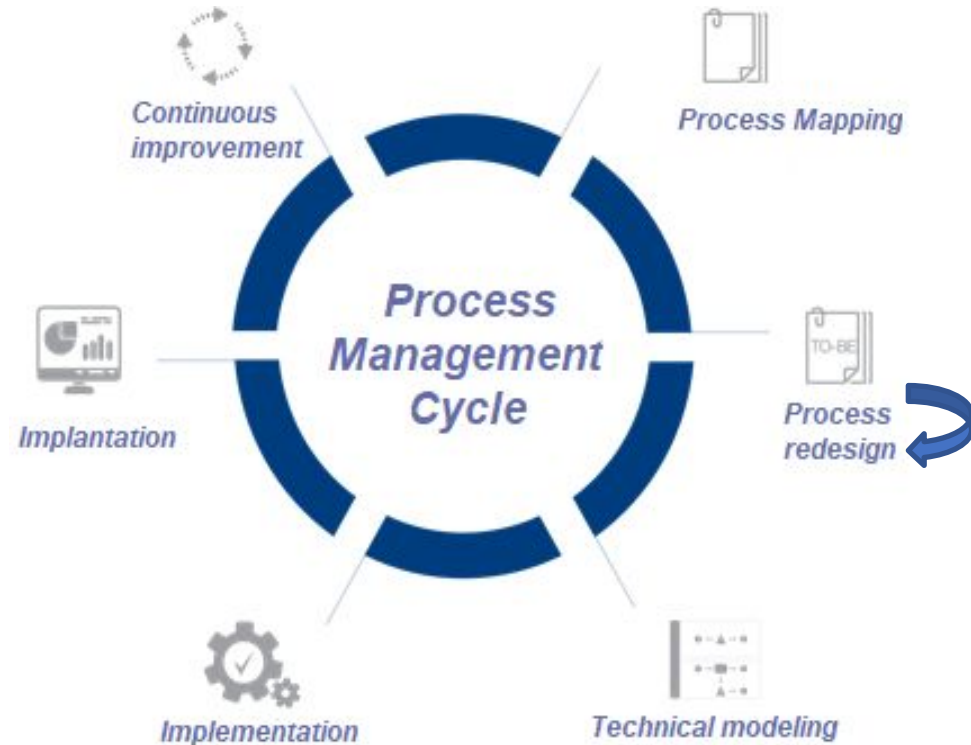
At this stage of the consultancy, the current situation of the processes and activities involved with the Project Scope is raised. The documentary and procedural existence is verified in order to model the processes and their interaction between them in detail.



## PROCESS REDESIGN (TO-BE):

Once the detail of the current panorama has been identified, some points of improvement are identified among the mapped processes. Among the main objectives are:

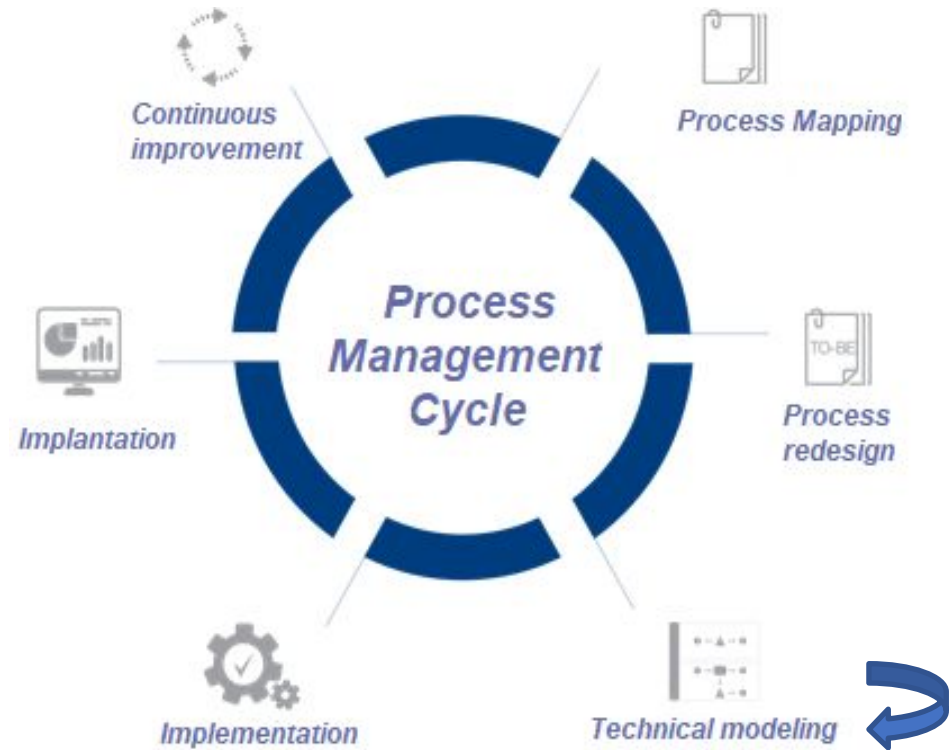
- a) avoid rework,
- b) standardized activities,
- c) automate where possible,
- d) debug unnecessary activities,
- e) optimize communication between areas,
- f) identify those responsible throughout the process.





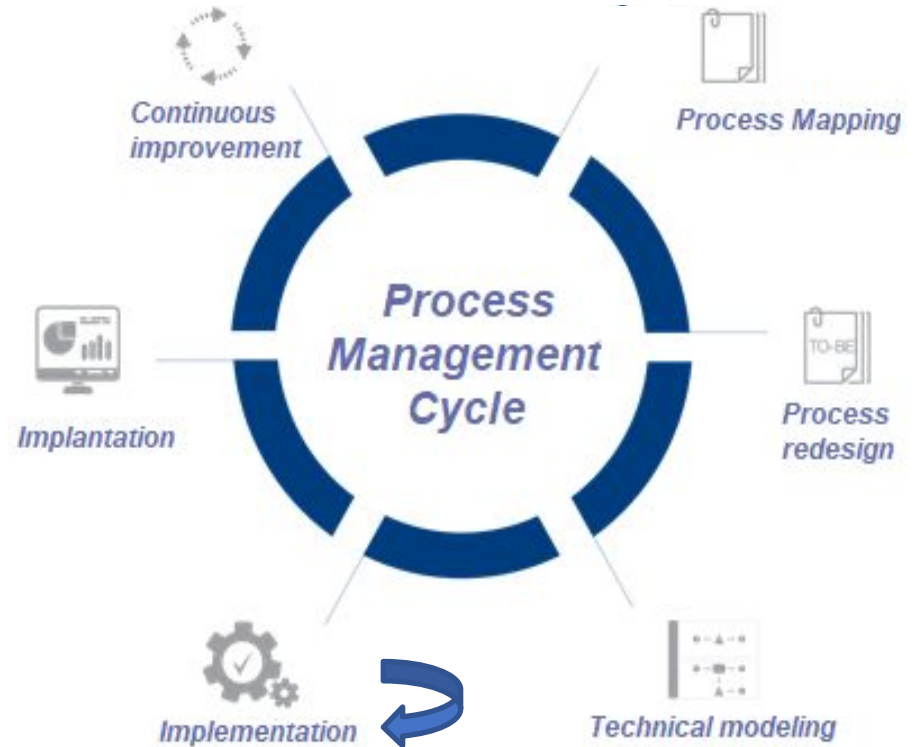
## TECHNICAL MODELING:

It consists of graphically designing the flow of activities of the processes and the interaction and relationship between the different modules. For this, the BPMN (Business Process Model and Notation) notation is used, a widely disseminated approach to transcribing processes, with their respective stages and business rules represented by symbols.



## IMPLEMENTATION:

This is the phase of automating the lifting, redesign and modeling processes. In addition to automation, work is done at this stage, with the integration of areas and systems of the organization.



## IMPLANTATION:

With the processes automated and aligned to the different modules, it's time for testing. In this phase, the Process Management cycle enters approval. The purpose is to execute, monitor and manage the flows until they reach the ideal standardization to continue operating.



## CONTINUOUS IMPROVEMENT:

Once the five previous stages have been completed, the Process Management Cycle enters one of the most important periods: continuous improvement. This phase will be reviewed periodically from now on. The objective is to analyze the results of the progress of the process and work with its improvement.



# Strategic alignment of process and risk management

