

# Business Process Model and Notation

## Quick Reference Guide

### Activities



#### Tasks

are activities that represent individual steps within a process.



#### Subprocesses

represent collapsed details for one task within multiple steps.

### Events



#### Start events

initiate a process instance.



#### Intermediate events

represent conditions/ milestones in the process.



#### End events

complete the respective process instances.

### Connecting Objects



#### Associations

combine data objects and artifacts with other elements.



#### Sequence flows

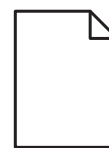
connect events, gateways, tasks, and subtasks.



#### Message flows

represent communication and interactions between pools.

### Artifacts



#### Data objects

represent files or documents, which are used to complete activities.



#### IT Systems

represent certain systems, which are utilized to execute activities.

### Gateways



#### Exclusive Gateways (XOR)

are used when several conditions are mutually exclusive and only one selection is possible e.g. "yes" or "no".



#### Inclusive Gateways (OR)

are used if one or more conditions are possible. Depending on the number of conditions, the merging gateway waits for all possible incoming branches.



#### Parallel Gateways (AND)

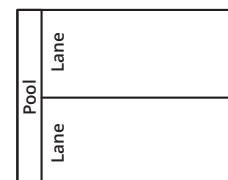
activate all outgoing branches simultaneously. They wait for all incoming branches to be completed before continuing the sequence flow.



#### Event-based Gateways

are used if the ongoing process flow depends on the occurrence of an event. The process will continue with the first occurring event.

### Swimlanes



#### Swimlanes

Responsibilities can be divided into pools and lanes. Pools represent an organization, lanes show working groups or individuals.