**ASSIGNMENT COVER SHEET**

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| Module name | Business Systems and Processes |  |
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# Introduction

This essay aims to employ a variety of analytical techniques against Propel Tech, a software consultancy, to expose inefficiencies with their service delivery. The goal is to identify and model solutions for re-designing the process to address its weaknesses, later discussing how adoption of machine learning can benefit the organisation.

This process was selected as it has the largest impact on profitability and client retention within the organization.

# Analysis of Propel Tech’s Service Delivery Process

Before analysing a specific process, the wider organization must first be understood to establish the scope of the process. Shown below, a value chain analysis is a means of evaluation on a company-wide basis (Stobierski, 2020).

A diagram of activities with different colored squares

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Figure 1 Porter's Value Chain Analysis of Propel Tech

Porter (1985, page 33) states that value chain analysis, shown in Figure 1, helps “understand competitive position and improve their performance”.

While Figure 1 helps outline primary activities, it does not yet fully identify high-level processes of the organisation.

A diagram of a company

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Figure 2 Propel Tech’s Primary Activity Map

Figure 2 displays the relationships between each primary activity, displaying ahigh-level process map, which Harmon (2019, page 86) states “helps to understand the overall process flow and the relationships between major process components”.

A diagram of a company

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Figure 3 - Harmon's Organisation Chart

Figure 3 illustrates Propel Tech’s organisation diagram. Harmon describes this as displaying the “relationship of the organization to its external environment”.

This format is excellent at establishing the boundaries of what a business can control but can also help guide changes to process by identifying external factors that can be beneficial to the process.

Looking externally, its apparent high-level processes have emerged, indicating our earlier primary activities are more accurately mid-level processes.

Service delivery appears to have a large impact both internally and externally, proving the importance of highlighting inefficiencies through further analysis.

A diagram of a diagram

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Figure 4 Service Delivery Business Process Scope Diagram

Figure 4 depicts a process scope diagram, at a high level, for service delivery. This diagram helps to understand the inputs and outputs of the service, as well as the controls that regulate it and enablers that support it and finally identifies key stakeholders.

Harmon (2019, page 139) advises that “when you are just starting to try to figure out what might be wrong with a process a scope diagram is much more powerful than a flow diagram”.

With figure 3 indicating influences that are directly related to the process, it can be confidently asserted the entities modelled in the diagram are critical to its efficiency.

Examining figure 4 shows evidence that the process has many factors that show potential for profitability. The process does not require physical resources to produce goods or services, like a typical manufacturing chain. This allows increased demand to be met by scaling up engineer capacity through recruitment and training.

Also, the use of free open-source software and premium cloud service providers boost development speed and efficiency. While cloud services are typically expensive, these can be expensed to customers as a service charge.

However, there are also potential weaknesses in this chain. As engineer time is the primary resource used to generate revenue, it must be leveraged effectively, otherwise services may be provided that cannot be charged for. Poor time estimation and invoicing can lead to irrecoverable losses.

These potentials can be analysed deeper by mapping out the process hierarchy.

A diagram of a process

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Figure 5 Service Delivery Process Hierarchy Diagram

Figure 5 displays multiple levels of processes contained within service delivery, Propel’s major processes directly influence each other, showing a link between them. This diagram focuses directly on child-processes of service delivery.

Šaulinskas-et-al (2013, page 62) describes middle processes as being “directed towards fulfilling the company’s major aims”. The displayed mid-level processes encapsulate each of Propel’s departments; Project Management, Engineering, Testing and Infrastructure, all working together to fulfil the requirements of the higher-level process.

Next, low-level processes demonstrate how each department operates internally, depending on the size of Propel’s client, an individual or team would be required. These have sub-processes (procedures) which describe the explicit steps required to achieve each process, however, in the case of a large project an additional layer may be required to divide the large procedures further.

While these processes appear linear, departments operate in synchrony to ensure efficient service delivery, shown below.

A diagram of a company

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Figure 6 – Process Swim-Lane Flowchart

Figure 6 expands on the process hierarchy diagram; using more realistic low-level processes, divided into swim-lanes to represent each department responsible for service delivery at Propel. Harmon (2019, page 127) describes complex processes as “involving multiple steps, departments and continuous co-ordination”, figure 6 clearly demonstrates these characteristics.

The diagram highlights areas of efficiency, notably; the higher-level service allows for multiple lower-level processes to run simultaneously, allowing multiple departments to work asynchronously, with project management re-aligning departments at key stages. A visual representation of this in the diagram is when a process triggers multiple processes across swim-lanes before feeding back into the project managers swim-lane.

Conversely, it shows that all swim-lanes are involved before the client has agreed to pay for work. This is a risk to Propel as several employees could invest time with no revenue generated.

A diagram of a diagram

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Figure 7 - Fishbone Diagram of potential causes for delivery over budget.

Cause and effect diagrams, known as fishbone diagrams, use the frontal node to identify a problem, then supporting nodes represent categories of causal factors, each with their own branches to represent individual factors. (George et al., 2005, p. 146)

Figure 7 illustrates a map of internal and external factors that can impact the effectiveness of Propel’s service delivery. As this is the profit centre of the business, effectiveness would be measured by profitability. Engineers’ hours not being billable is typically a result of work being delivered over budget (under-estimate).

A clear trend can be observed, most risk factors surround the depth of understanding of Propel’s clients’ systems, needs and technical demands.

In summary, these risk factors, coupled with estimation being done by test and software engineers, can lead to missed requirements and under-estimation of task difficulty, due to the additional layers of communication they must pass through. The engineers’ varying levels of expertise can make these issues unpredictable.

# Suggesting Process Improvement for Propel Tech

Start with a summary of problems.

Stakeholder chart to see who influences service delivery

### For the following measures: Discuss each as a leading and lagging measurable factor.

### Internal Measures:

Number of Billable Hours Logged

Utilization Rate of Engineers

Time Tracking Accuracy

Number of Projects Delivered On-Time

Budget Adherence Rate

### External Measures:

Client Satisfaction with Service Delivery

Percentage of Projects Delivered Within Budget

Client Retention Rate

### Internal Leading Measures:

Number of Upcoming Billable Hours Scheduled

Projected Utilization Rate of Engineers

Estimated Time to Complete Current Projects

Number of Projects at Risk of Delay

Forecasted Budget Variance

### External Leading Measures:

Number of New Client Inquiries

Number of Proposals Sent to Potential Clients

Pipeline of Upcoming Projects

Process Driven Approach – small diagram and table to explain Interest + KPI + Objective

Discuss two main options for process change

Make arguments for both

Justify choice for solution architects over training

NOTES:

Try to relate Client interest in cheap/fast delivery of project to uncertainty of engineer estimate

Discuss two process improvements for process redesign and modelling for the chosen business process. This may refer to the analysis from Task 1 but must include relevant module material. High-level and low-level detail, including relevant analysis/modelling diagrams, should be included in addition to the benefits and challenges these process changes will bring to the company.

In your analysis, apply relevant theoretical frameworks and concepts related to your suggested business process improvements. Provide the reader with an understanding of the company’s viable options and a justified recommendation.

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| The learner has discussed alternatives outstandingly well when making comparisons. Simultaneously, they have provided an exceptional justification of the selected alternatives.  The learner has produced an outstanding recommendation which has clear analysis and modelling throughout, and they have discussed the impact on the organisation, with regards to overall impacts, costs and revenue, and the technical implementation required.  Expansive evidence of wider reading and supporting information is provided. |

# Task 3

Discuss implementation and process management of the business process from Task 2 using relevant module material. Review the role of technology and reflect on the tools/concepts that can be utilised to assess viability to support organisational choices.

You may consider one or more of the following technologies or choose other alternatives in your reflection: Artificial Intelligence, Machine Learning, and Robotic Process Automation (RPA) as possible areas of discussion. Discuss the importance and application of ongoing monitoring and evaluation of processes.

# Conclusion

# Appendix A

### Figure 1: Porter’s Value Chain Analysis for Propel Tech

This figure illustrates the value chain analysis for Propel Tech, it identifies the primary and secondary activities involved in the company's operations.

### Figure 2: Propel Tech’s Primary Activity Map

This figure builds on Figure 1’s value chain analysis, taking each of the primary activities, mapped as high-level processes displays the relationship between the processes.

### Figure 3: Harmon’s Organisation Diagram of Propel Tech

This figure highlights the central (high-level) processes of Propel Tech’s organisation, and how the interact within the environment external to the business.

### Figure 4: Service Delivery Process Scope Diagram

This figure takes the high-level Service Delivery process and displays the scope of all impacting factors, including Inputs, Outputs, Controls and Enablers. It aims to display where inefficiencies can exist within the process.

### Figure 5: Service Delivery Process Hierarchy Diagram

This figure displays a hierarchy of Propel Tech’s Service Delivery. While traditionally each branch would have multiple lower-level child processes, only one branch is displayed per tier here.

### Figure 6: Process Swim-Lane Flowchart

This represents a flowchart with swim-lanes for each major stakeholder group that make up the high-level service delivery process of Propel Tech. The purpose of this diagram is to illustrate how lower-level processes in a hierarchy diagram can intersect with each other.

### Figure 7: Fishbone Diagram of Risk Factors to Service Delivery

This chart illustrates the problem (work delivered over-budget) and then several risks that contribute to this problem, organised into categories.

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