Appendix N. BPMN of Proposed Processes

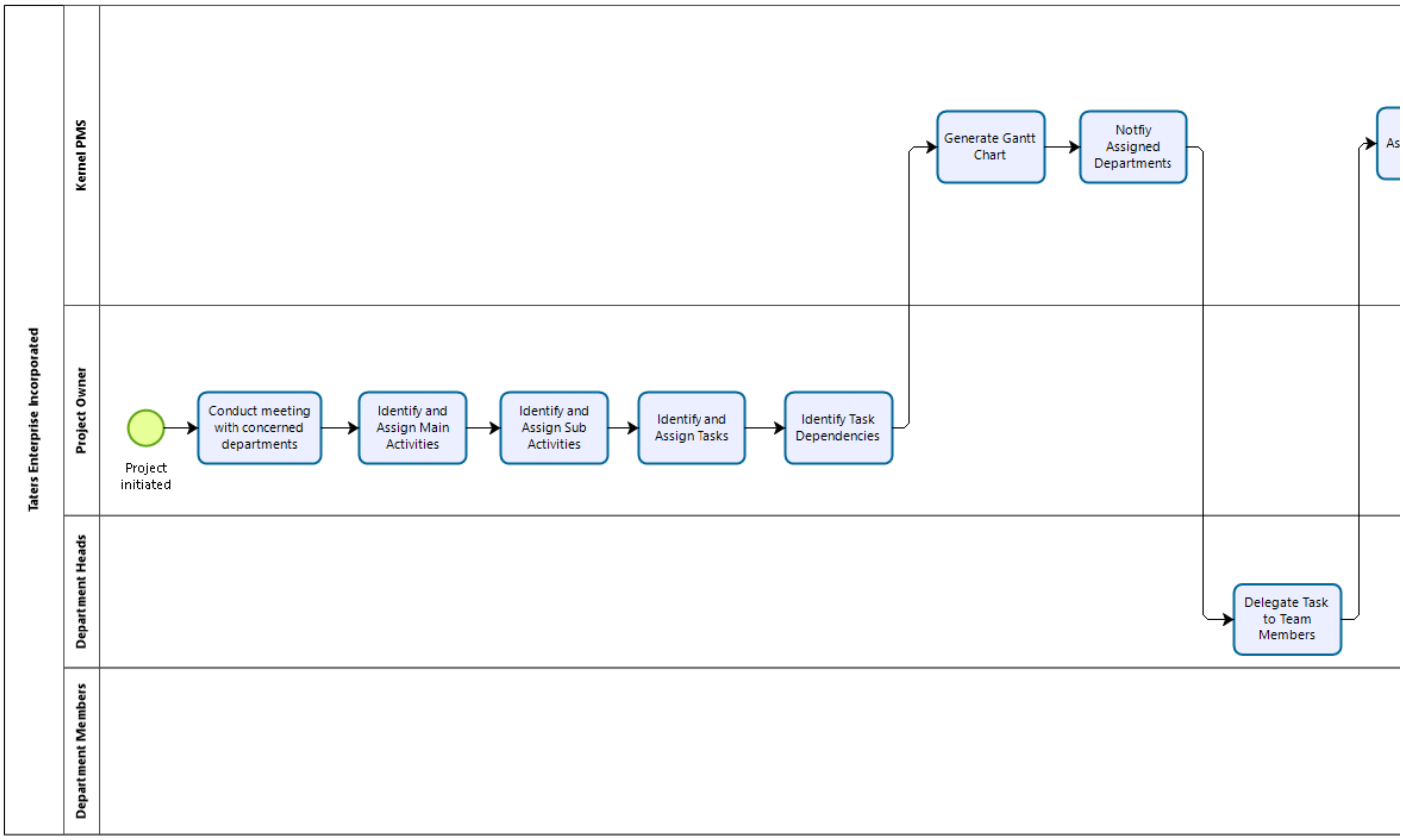
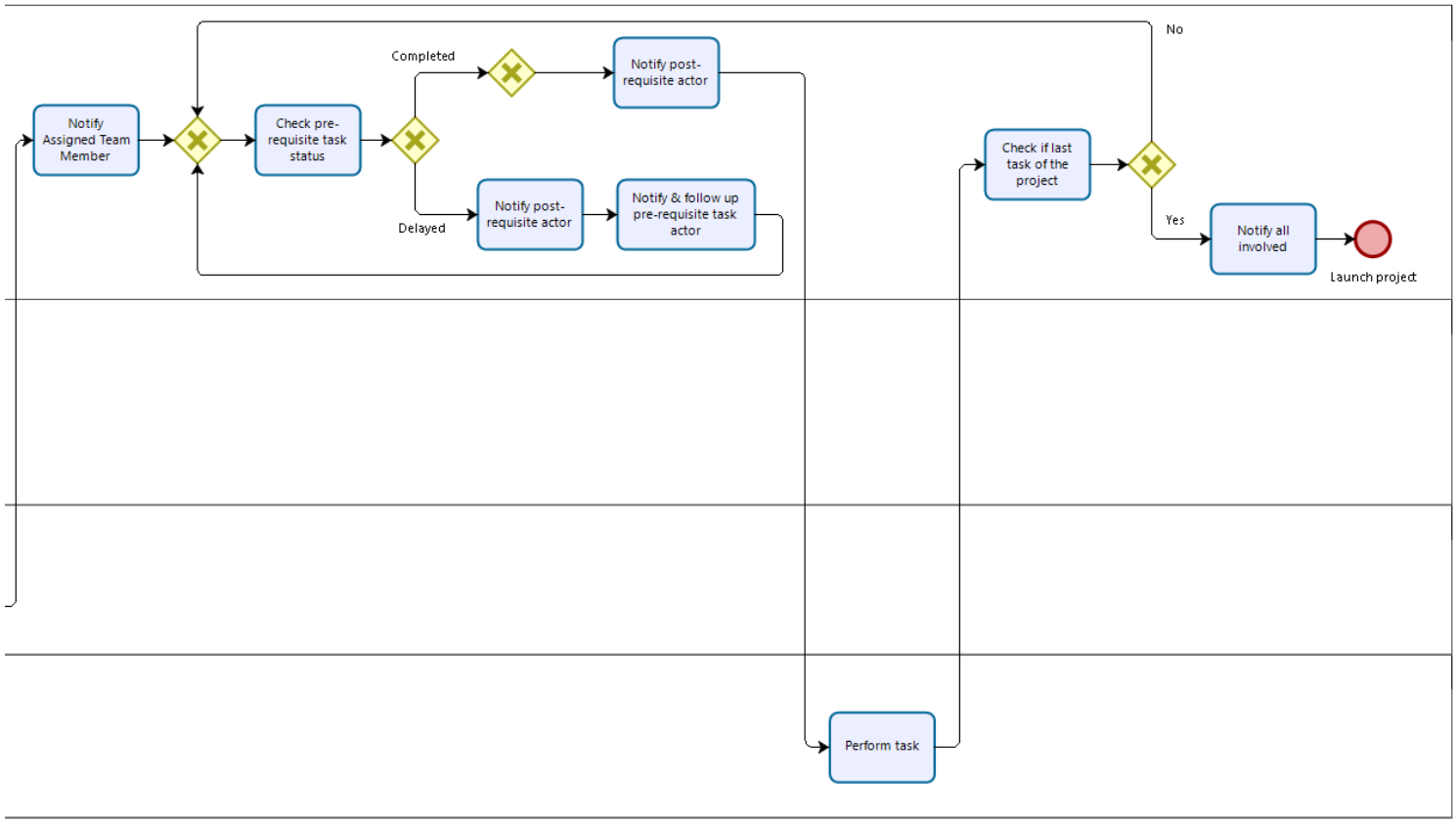


Figure 5-1 BPMN of Proposed Project Management Process


Notify Assigned Team Member
Check pre-requisite task status
Completed
Notify post-requisite actor
Delayed
Notify post-requisite actor
Notify & follow up pre-requisite task actor
Check if last task of the project
No
Yes
Notify all involved
Launch project
Perform task

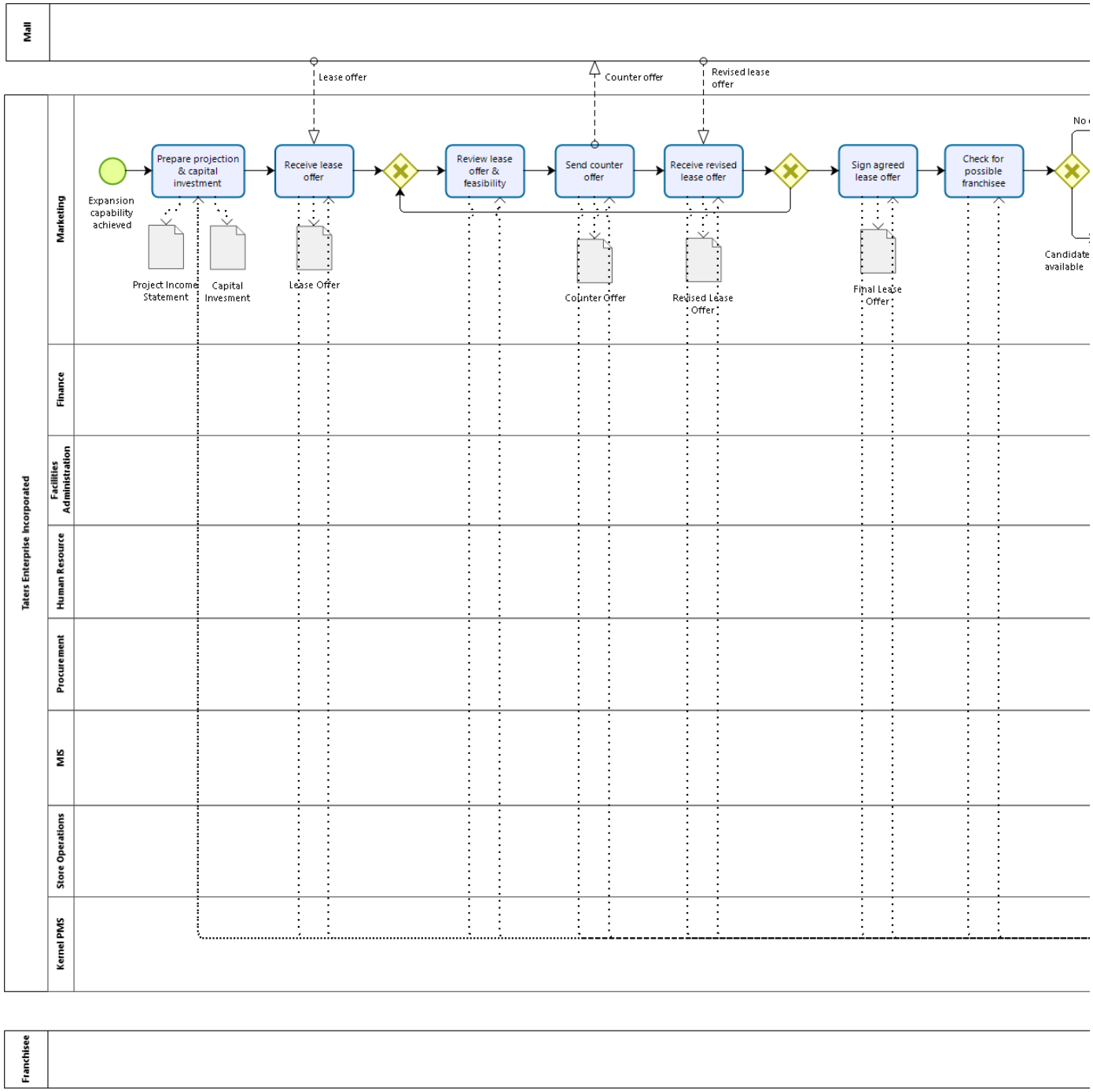
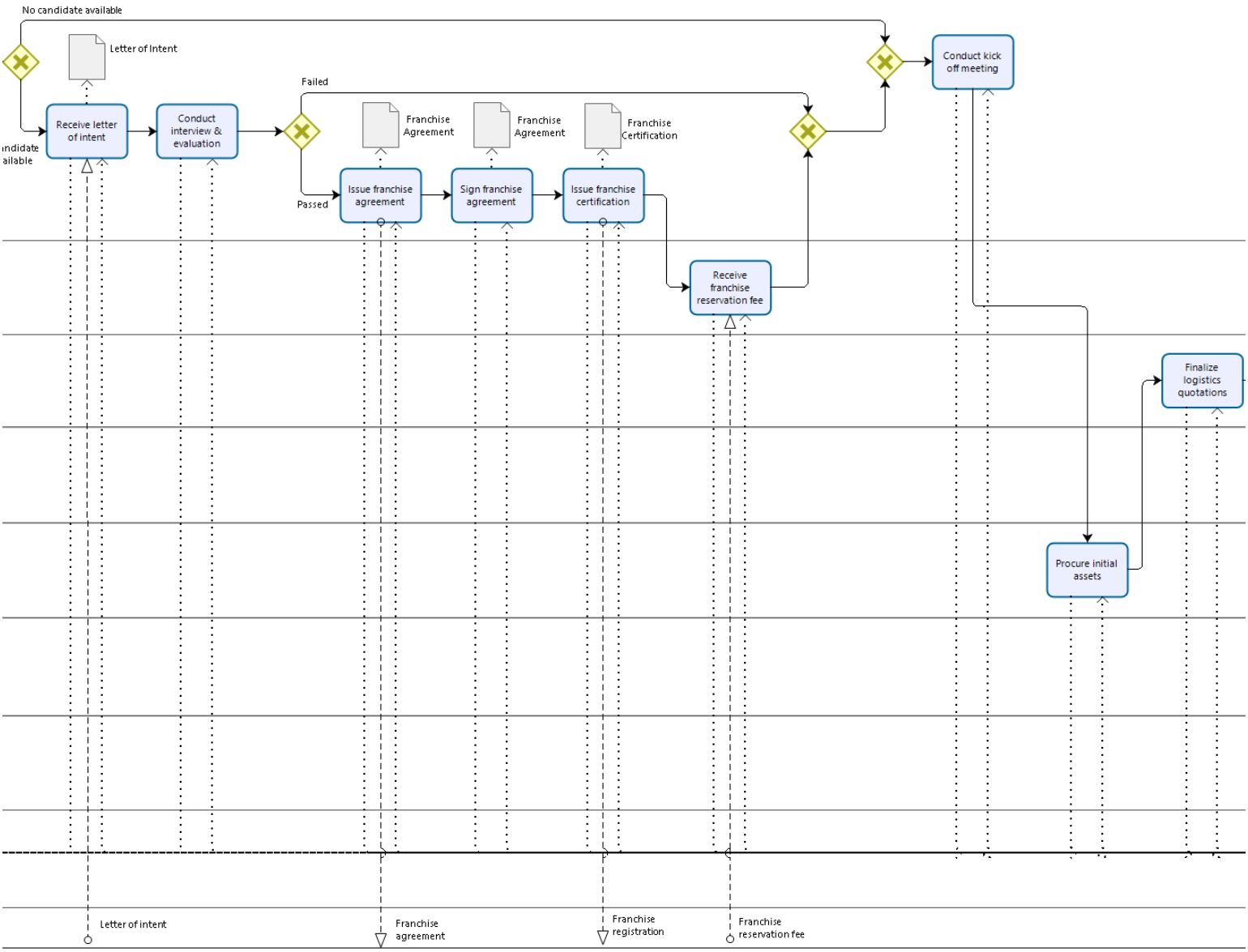
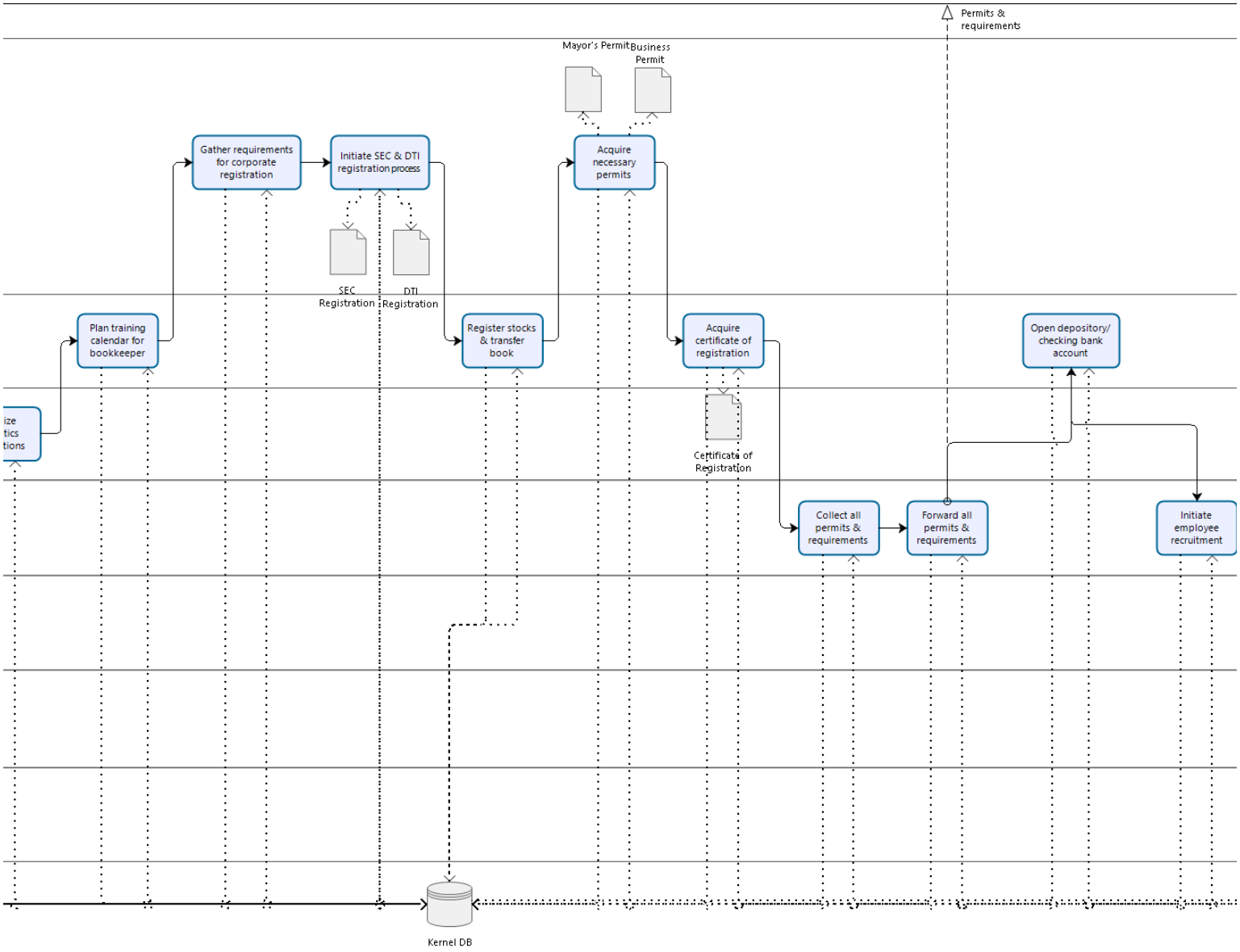
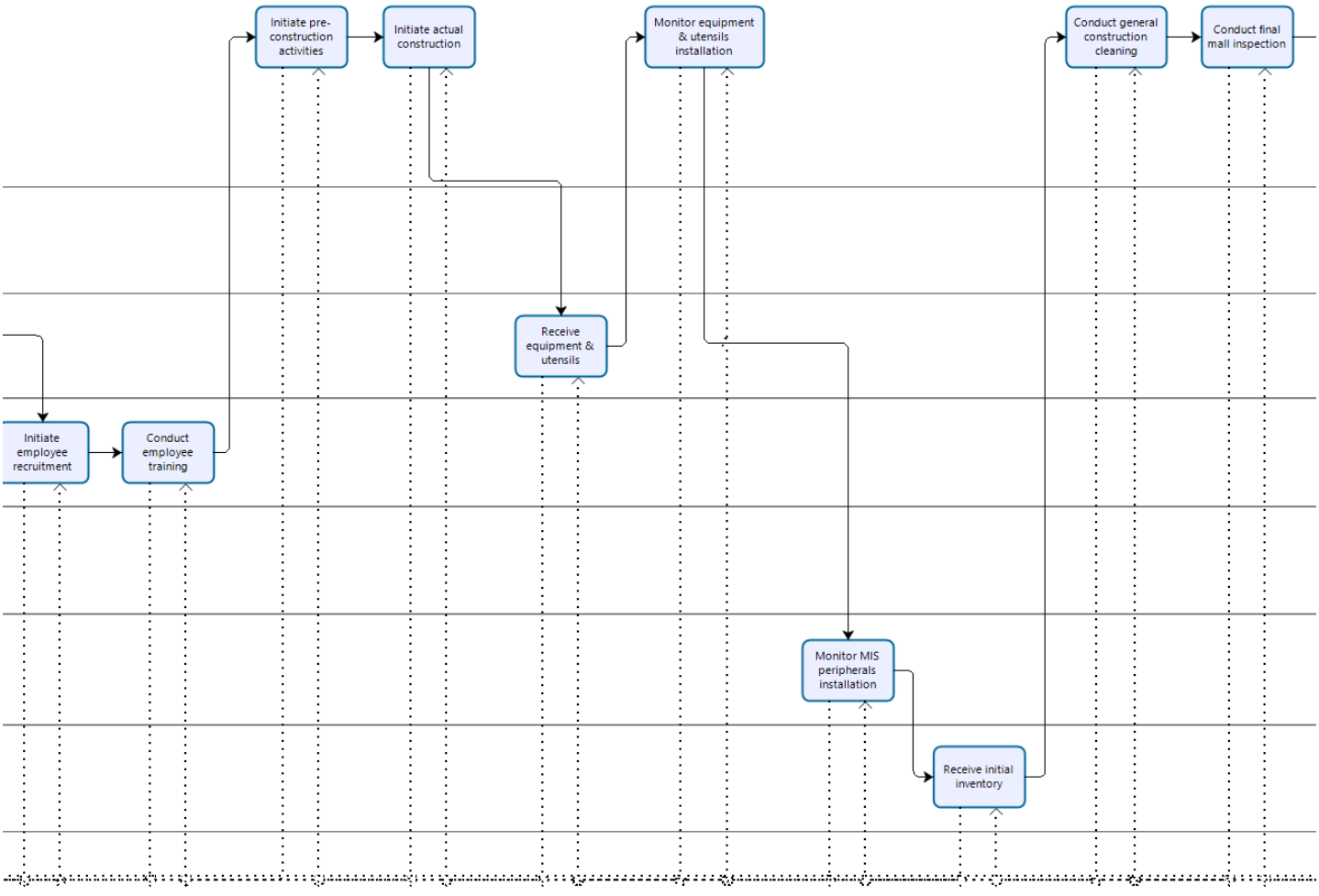
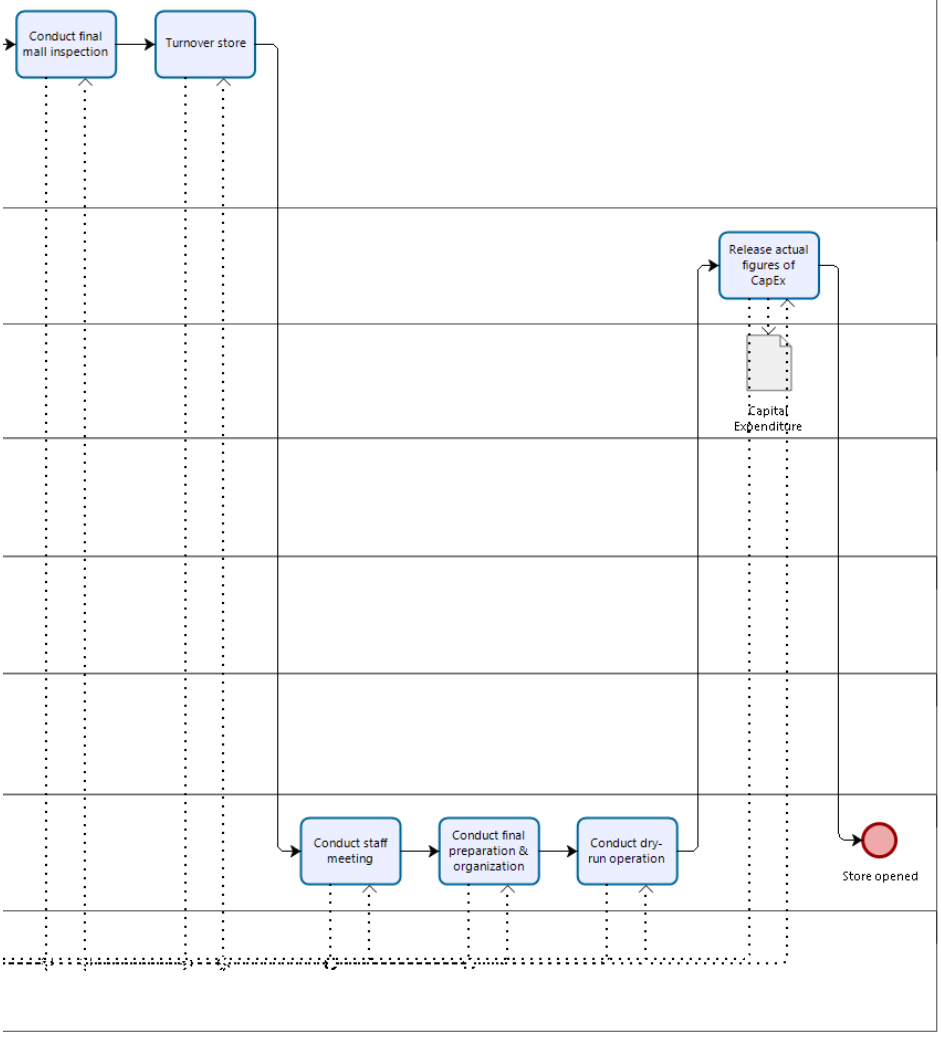


Figure 5-2 BPMN of Proposed Store Opening Project Process


No candidate available
Letter of Intent
Receive letter of intent
Conduct interview & evaluation
Failed
Passed
Franchise Agreement
Franchise Agreement
Franchise Certification
Issue franchise agreement
Sign franchise agreement
Issue franchise certification
Receive franchise reservation fee
Conduct kick off meeting
Finalize logistics quotations
Procure initial assets
Letter of intent
Franchise agreement
Franchise registration
Franchise reservation fee


Permits & requirements
Mayor's Permit
Business Permit
Gather requirements for corporate registration
Initiate SEC & DTI registration process
Acquire necessary permits
SEC Registration
DTI Registration
Plan training calendar for bookkeeper
Register stocks & transfer book
Acquire certificate of registration
Open depository/ checking bank account
Certificate of Registration
Collect all permits & requirements
Forward all permits & requirements
Initiate employee recruitment
Kernel DB


Initiate pre-construction activities
Initiate actual construction
Monitor equipment & utensils installation
Conduct general construction cleaning
Conduct final mall inspection
Receive equipment & utensils
Initiate employee recruitment
Conduct employee training
Monitor MIS peripherals installation
Receive initial inventory


Conduct final mall inspection
Turnover store
Release actual figures of CapEx
Capital Expenditure
Conduct staff meeting
Conduct final preparation & organization
Conduct dry-run operation
Store opened

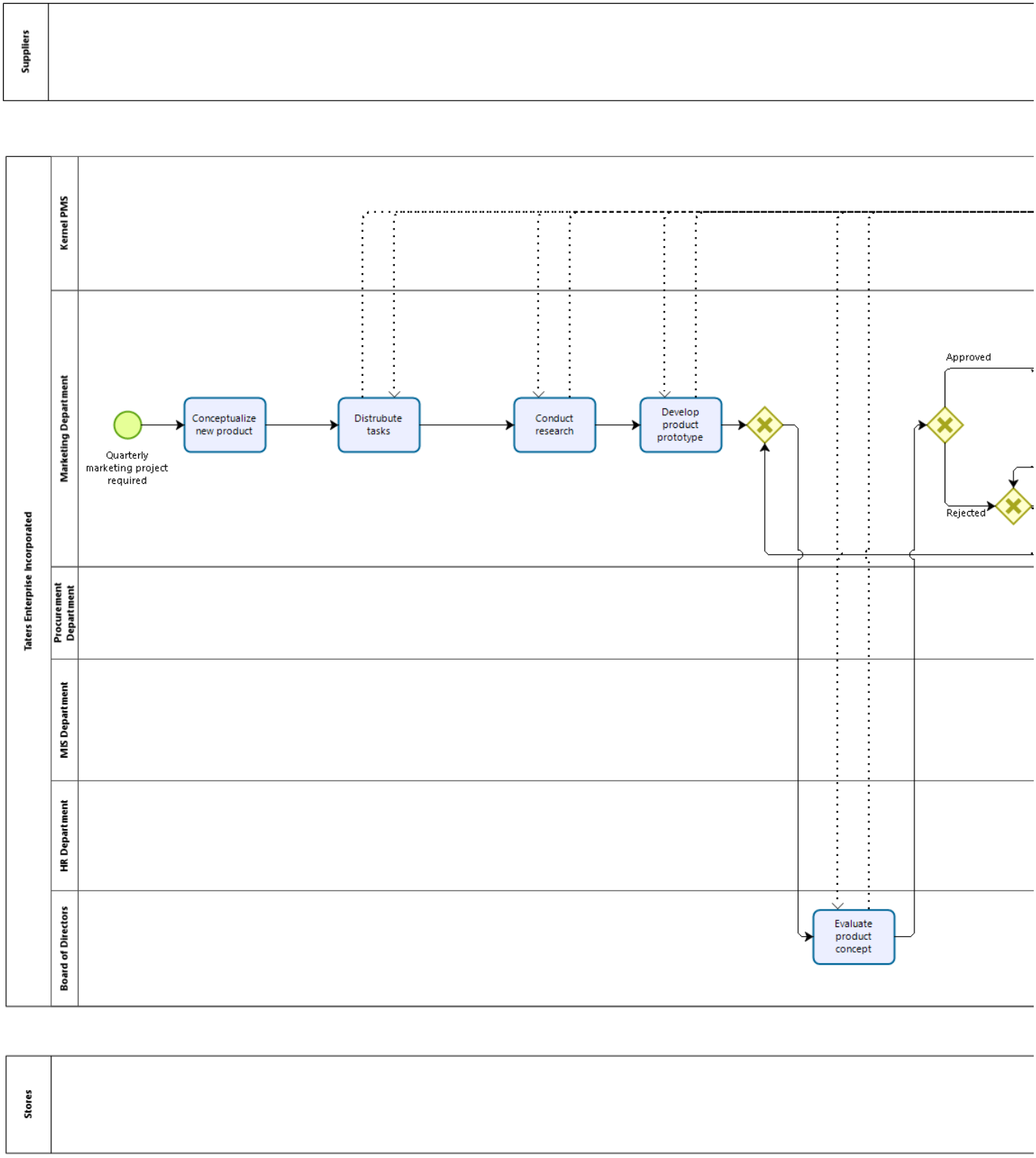
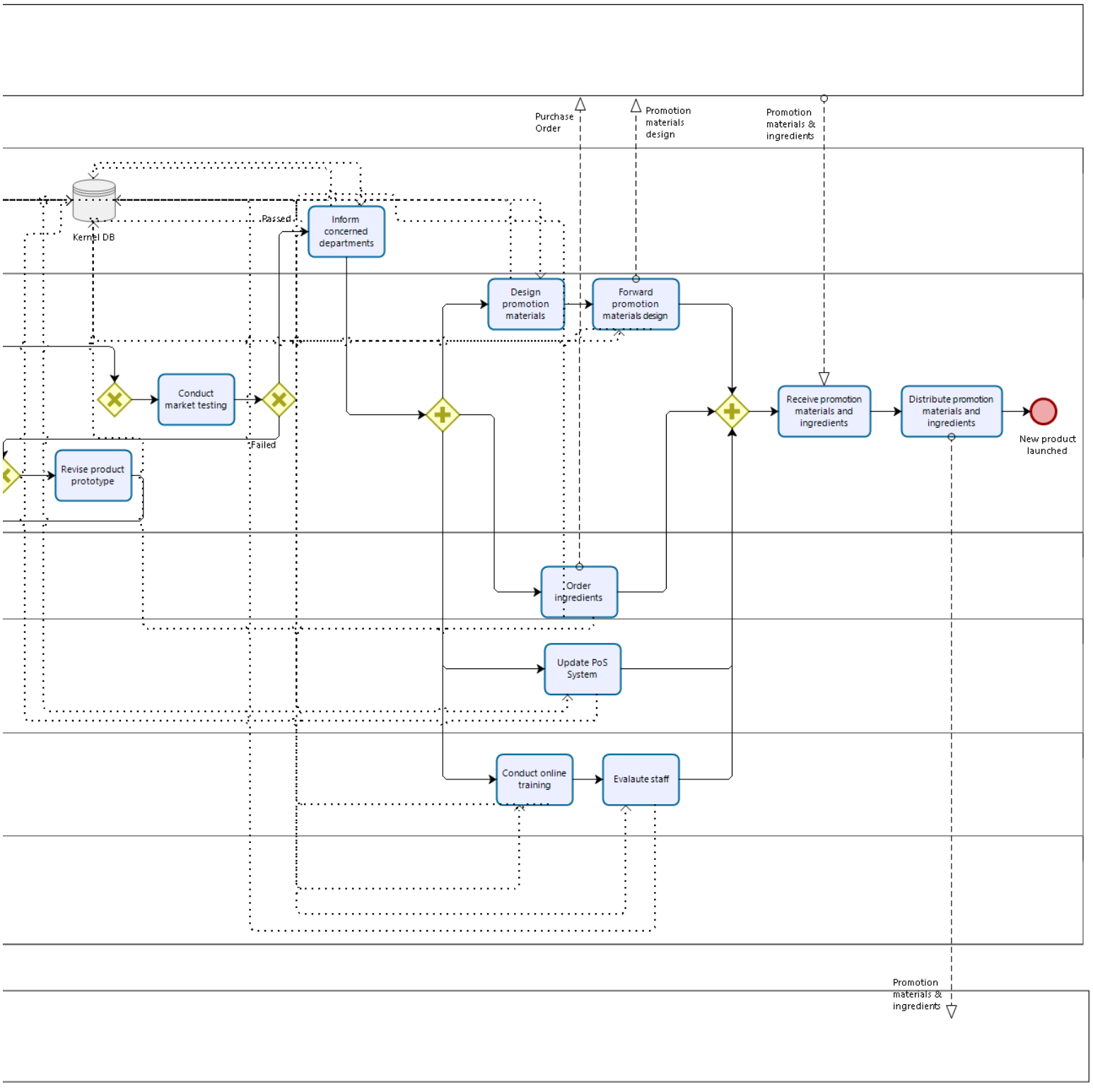


Figure 5-3 BPMN of Proposed New Product Launch Project Process


Purchase Order
Promotion materials design
Promotion materials & ingredients
Kernel DB
Passed
Inform concerned departments
Design promotion materials
Forward promotion materials design
Conduct market testing
Failed
Revise product prototype
Receive promotion materials and ingredients
Distribute promotion materials and ingredients
New product launched
Order ingredients
Update PoS System
Conduct online training
Evalaute staff
Promotion materials & ingredients

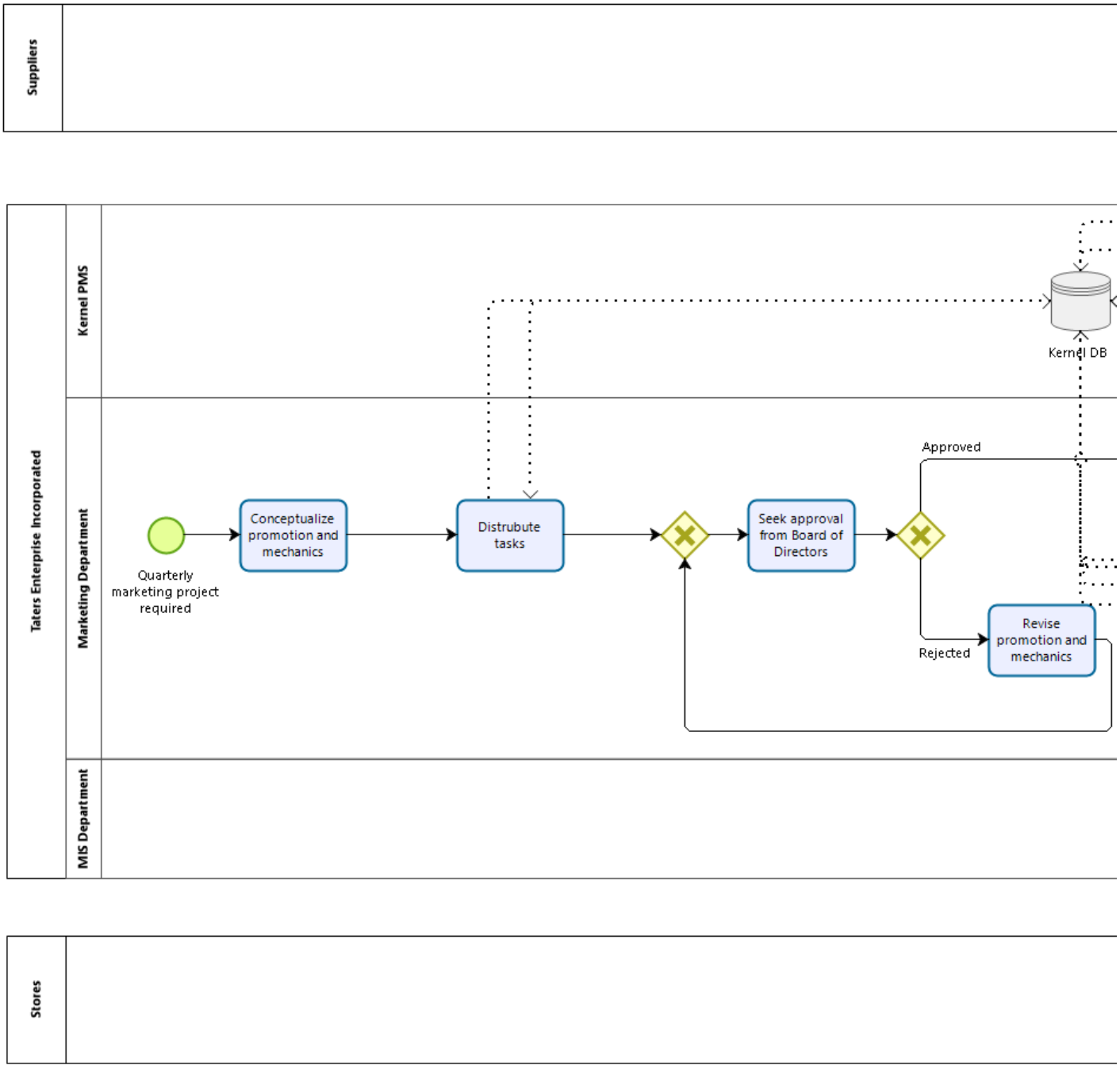
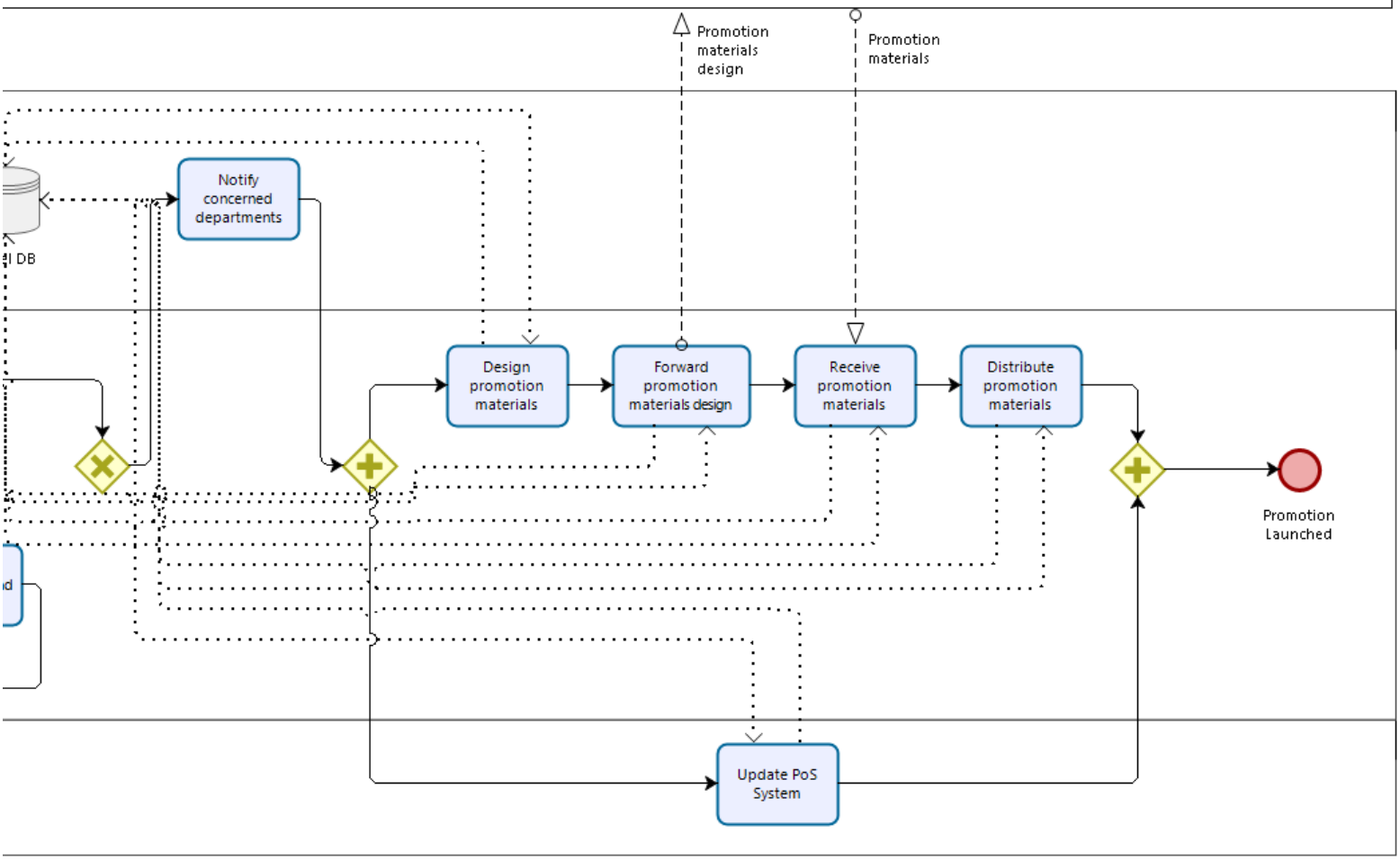


Figure 5-4 BPMN of Proposed Promotion Launch Project Process


Promotion materials design
Promotion materials
Notify concerned departments
Design promotion materials
Forward promotion materials design
Receive promotion materials
Distribute promotion materials
Promotion Launched
Update PoS System

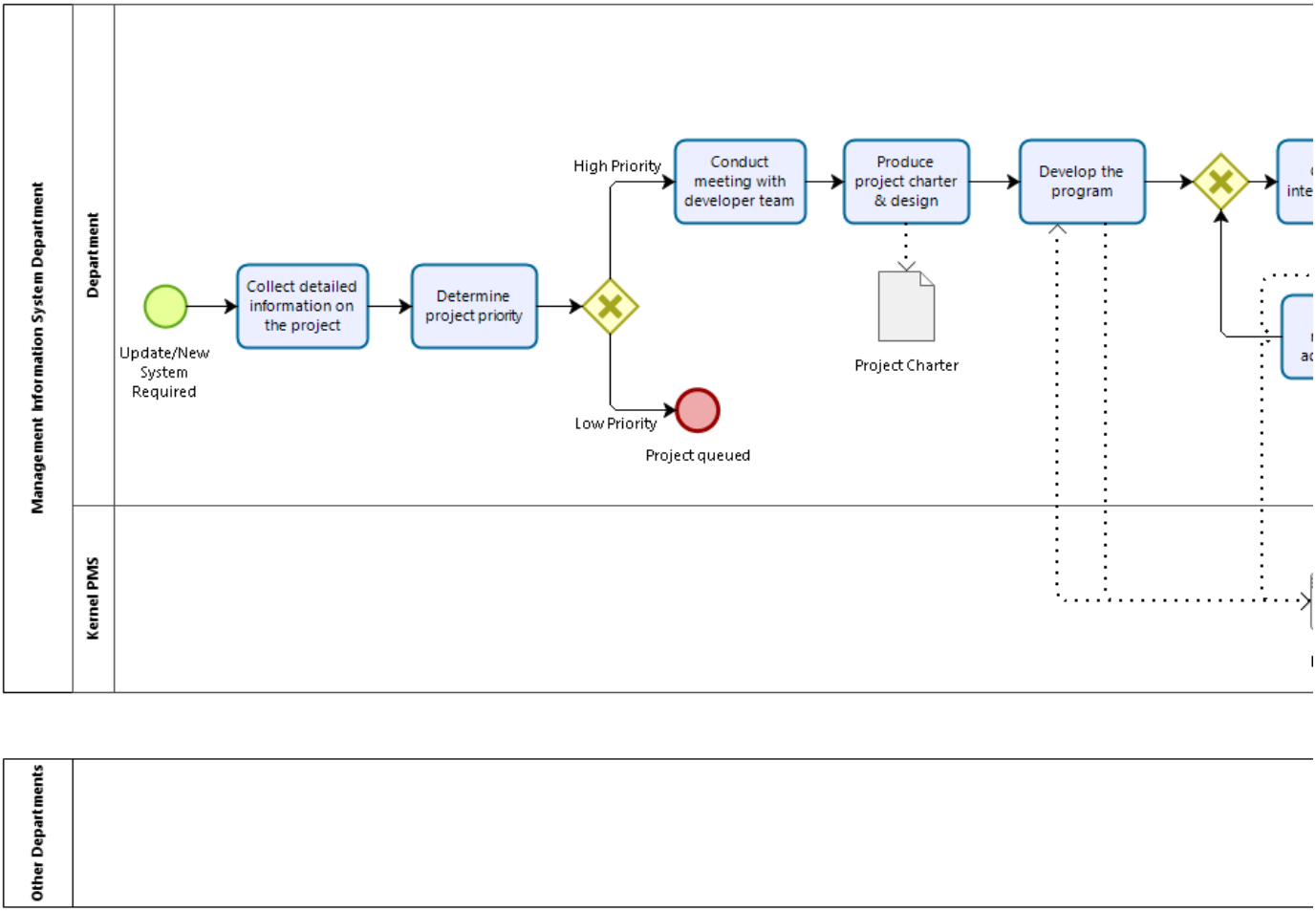
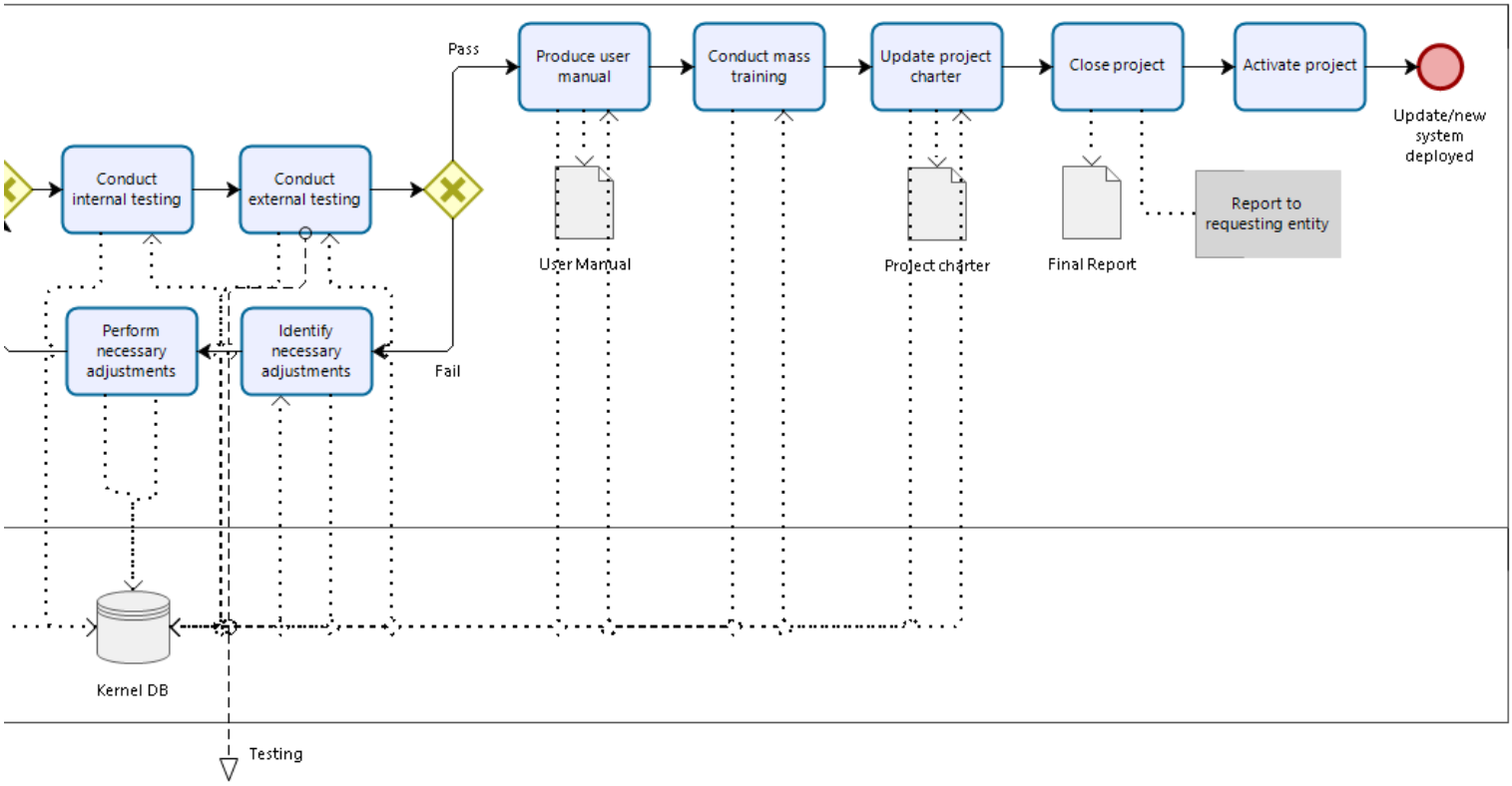


Figure 5-5 BPMN of Proposed System Development Project Process


Conduct internal testing
Conduct external testing
Pass
Produce user manual
Conduct mass training
Update project charter
Close project
Activate project
Update/new system deployed
User Manual
Project charter
Final Report
Report to requesting entity
Perform necessary adjustments
Identify necessary adjustments
Fail
Kernel DB
Testing

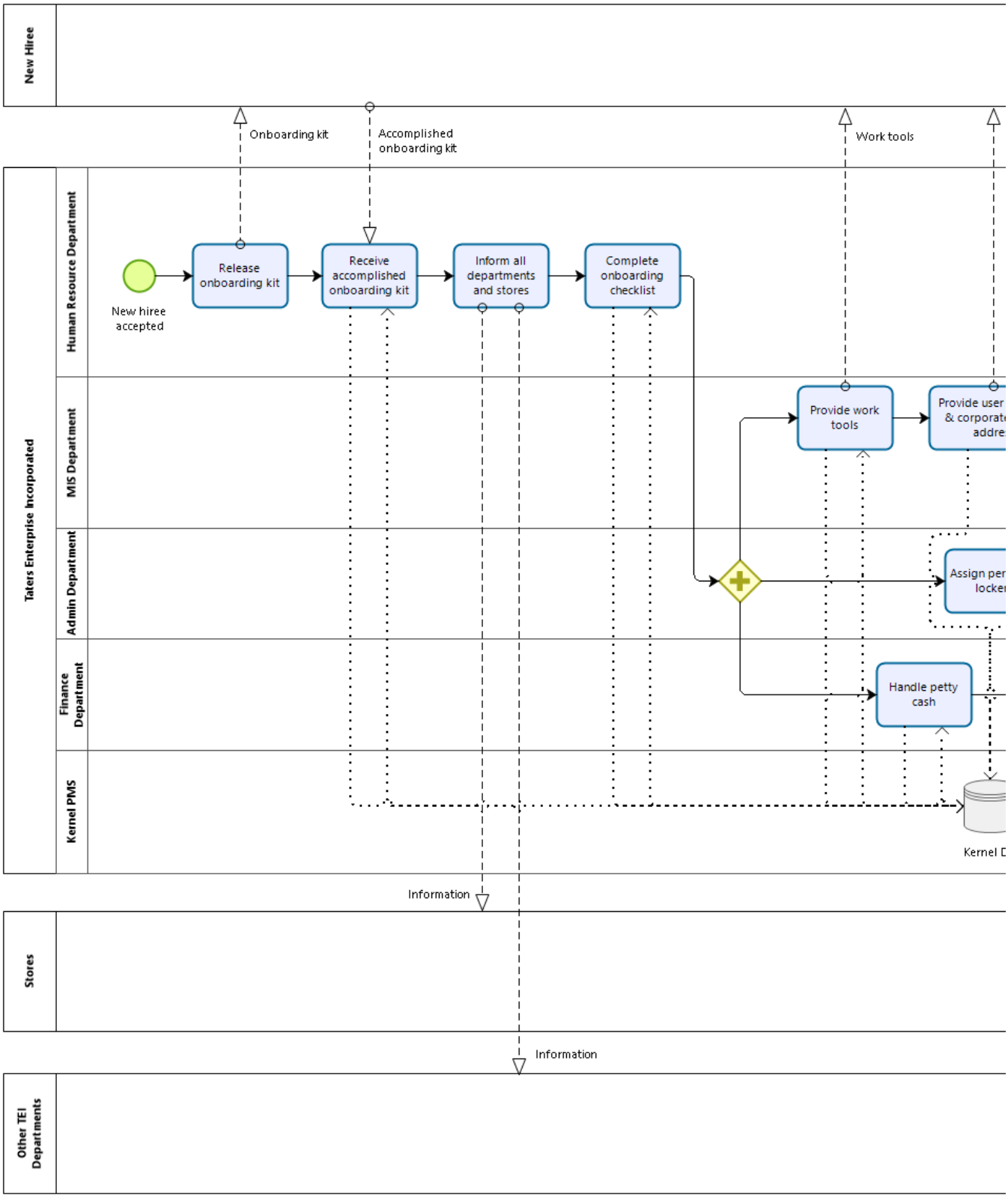
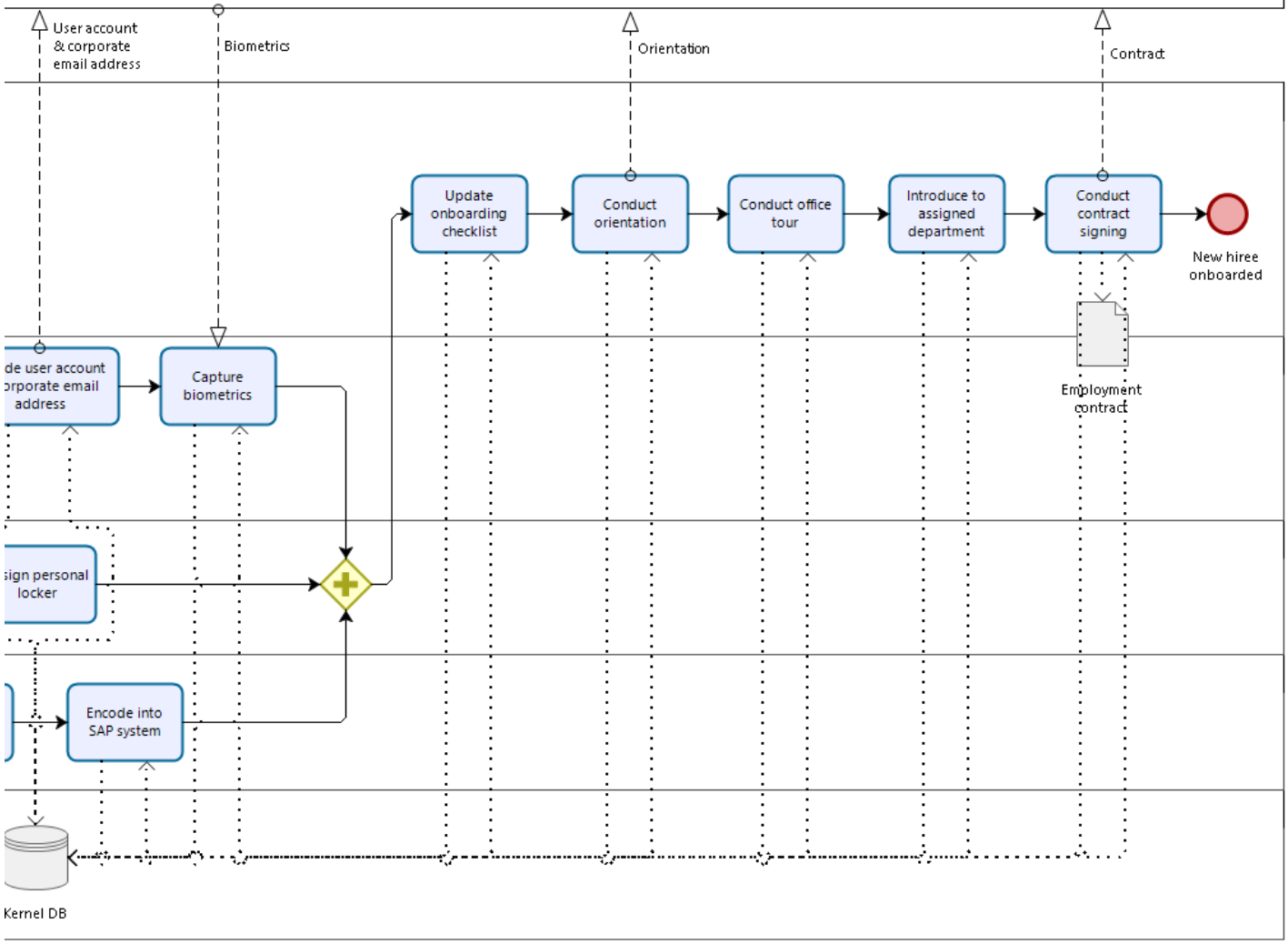


Figure 5-6 BPMN of Proposed Onboarding Project Process


User account & corporate email address
Biometrics
Orientation
Contract
Update onboarding checklist
Conduct orientation
Conduct office tour
Introduce to assigned department
Conduct contract signing
New hiree onboarded
de user account orporate email address
Capture biometrics
Employment contract
sign personal locker
Encode into SAP system
Kernel DB

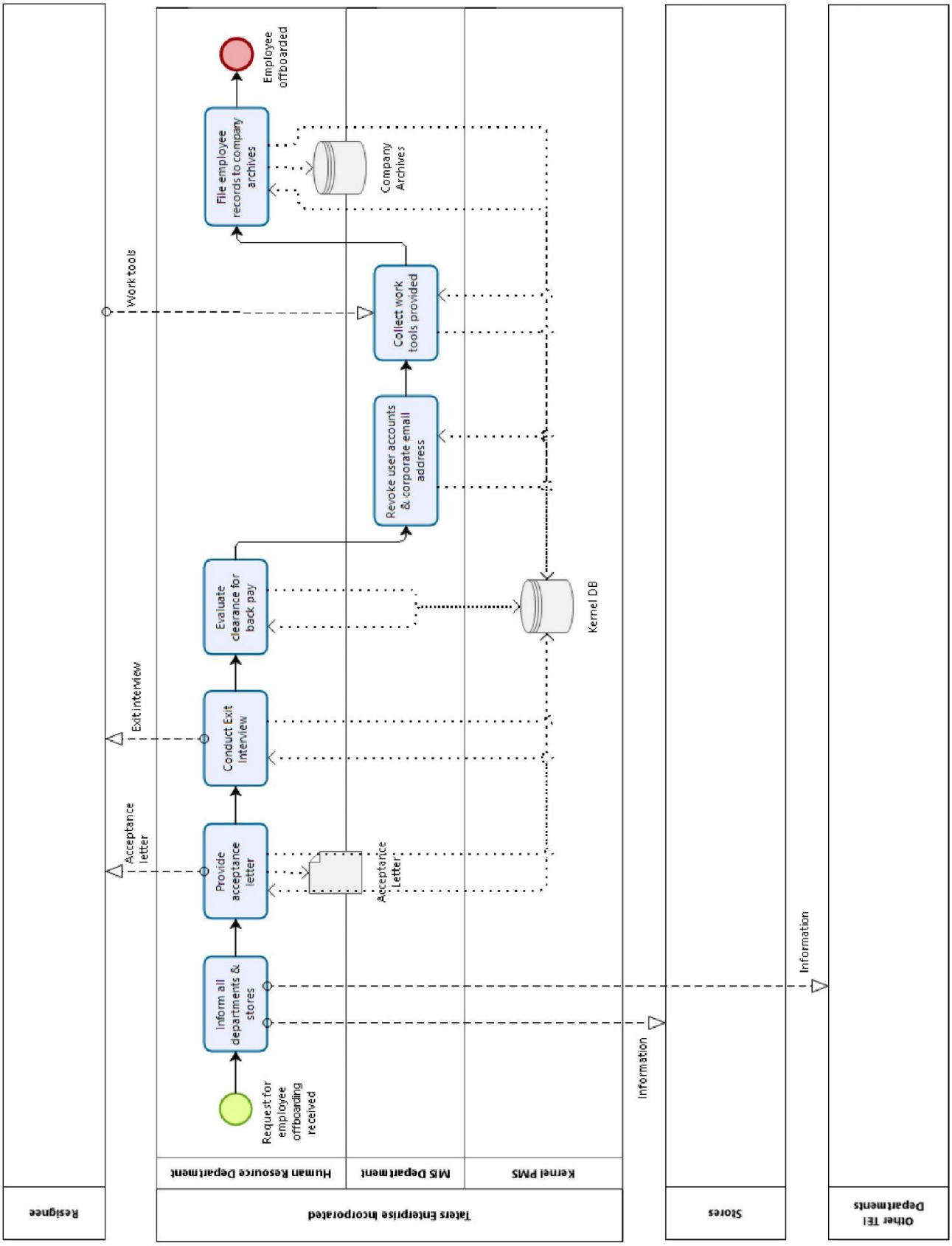


Figure 5-7 BPMN of Proposed Offboarding Project Process