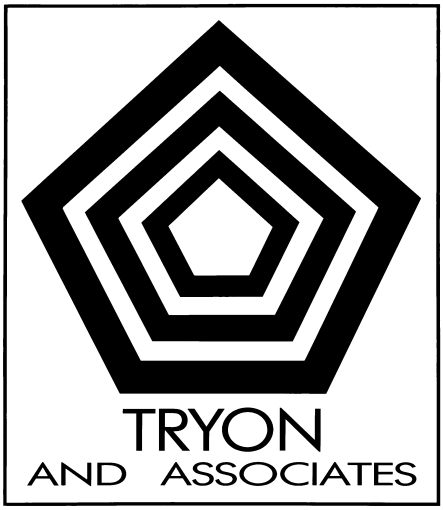

PROCESS MODELING

Checklist

Version 1.8

Process Modeling Checklist

Task Groups / Tasks	Deliverables
1.0 Define study domain	
1.1 Identify boundaries	
1.2 Identify net inputs and outputs	-Blitz Context Diagram
1.3 Define boundary interfaces	-Blitz Glossary/Dictionary
1.4 Identify preliminary Business Scenarios	-Blitz Inputs and Outputs
1.5 Review preliminary model with project owner and users	-Scope approval
2.0 Model existing business processes	-CURRENT PHYSICAL MODEL (CPM)
2.1 Interview subject matter experts	
2.2 Document process flow	-Leveled Data Flow Diagrams (DFD)
2.3 Document process details	-Mini Specs (MS) for complicated or obscure processes
2.4 Refine Study Domain	-Revisions to Context Diagram and Context Diagram DD entries
2.5 Validate model internals	
2.6 Review model with users	-CPM approval
3.0 Model essential processes	-ESSENTIAL PROCESS MODEL (EPM)
3.1 Expand CPM	
3.2 Remove components that represent former solution bias	
3.3 Refine list of Business Events	-Updated Business Event List
3.4 Collect essential policy fragments around the associated Business Event	
3.5 Draw one-bubble DFD for each Business Event	-Stimulus partitioned DFDs
3.6 Write initial Essential Policy for each Business Event	
3.7 For each Business Event, capture refined event information in BEV	-Business Event Views -BEV Solution Characteristics
3.8 Create essential DD entries for…	
3.8.1 Business Event stimuli 3.8.2 Business Event responses	-Essential Data Dictionary

Task Groups / Tasks	Deliverables
3.8.3 Data Elements (DE) used in the essential MS	
3.9 Organize the EPM	-Functional Decomp Diagram -Leveled essential DFDs
4.0 Update the essential processes	-Updated EPM
4.1 Add new Business Events with associated Mini Specs and Data Dictionary entries	-Updated Business Event List -Updated Business Event Views -Updated Essential Data Dictionary
4.2 Revise existing Business Event models	
4.3 Delete obsolete Business Event models	
5.0 Propose new solution	
5.1 Define solution assumptions	
5.2 Determine which portions of the essential processes will be divided between manual and automated processors	-Automation Boundary
5.3 Divide essential processes between manual and automated processors	-Fragmented Business Policy
5.4 Identify interfaces between manual and automated fragments	-Application interfaces
5.5 Identify Design Unites	-Design Units List
5.6 Model Design Units	-Physical Event Views -New Physical Data Dictionary
5.7 Document non automated components	-Cross functional flowcharts -(PEVs for manual work)
5.8 Define solution characteristics for this solution set	-Solution Profiles

Last update 4/09

The task groups, tasks and deliverables referenced here are compatible with the following Tryon and Associates seminars:

Modeling Business Processes
Reengineering Business Processes
Designing Business Solutions