

## BM-BPMT

# BUSINESS PROCESS MANAGEMENT

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
2 Days	Intermediate	Business Skills	Instructor Led	NA

## INTRODUCTION

Business process management helps organizations leverage processes to achieve their goals and be successful. Once processes are implemented, they must be monitored, evaluated, and optimized to make sure they are still meeting the goals that they were designed to accomplish. A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs. This course will introduce participants to business process management. Students will learn how business processes can help improve their company's bottom line by providing a higher level of quality and consistency for customers.

## AUDIENCE PROFILE

This course is designed for business professionals and those interested in better understanding business processes.

## PREREQUISITES

None

## COURSE OBJECTIVES

This two-day workshop will help you teach participants how to:

- Define business process management and related concepts
- Recognize the vital role processes play in a business
- Appreciate the role of technology in process management
- Develop a vision to guide process improvement
- Understand how to design or enhance an existing process using the business process life cycle
- Construct a process map
- Perform what-if analysis
- Implement and monitor process changes
- Identify how Lean and Six Sigma methods can assist in managing and improving processes
- Use a variety of tools and techniques to eliminate waste and redundancies

## COURSE CONTENT

### Module 1: Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### Module 2: The Fundamentals of Business Process Management

To begin, participants will learn about three concepts that are closely tied to business process management: business analysis, enterprise content management, and business process re-engineering.

### Module 3: Defining Business Process Management

Next, participants will learn what business process management is, where it originated from, and what some of the benefits are.

### Module 4: Reflecting on Processes

In this session, participants will review their pre-assignment.

### Module 5: The Business Process Life Cycle

This session will introduce the business process life cycle, which will form the basis for the rest of the course.

### Module 6: The Vision Phase

The first phase of the business process life cycle is Vision. This session will cover ways to create and share a vision, and why it is important for process improvement.

### Module 7: The Design Phase

The second phase of the business process life cycle is Design. This session will explore how to gather

information, define a problem, model as-is and to-be processes, and establish functions.

### Module 8: The Modeling Phase

The third phase of the business process life cycle is Modeling. In this session, participants will learn how to review and analyze process maps and use iterative testing.

### Module 9: The Execution Phase

The fourth phase of the business process life cycle is Execution. This session will take participants through all aspects of the Execution phase, including implementation, automation, business rules, and workflow engines.

### Module 10: The Monitoring Phase

The fifth phase of the business process life cycle is Monitoring.

This session will share ways to monitor processes, including the balanced scorecard, business activity monitoring, and process mining.

**Module 11: The Optimizing Phase**

The final phase of the business process life cycle is Optimizing. This session will cover ways to optimize processes, including the business process improvement cycle, Lean methodology, and Six Sigma theory.

**Module 12: Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.

## ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.