

6 EASY STEPS FOR IMPLEMENTING ENTERPRISE BUSINESS PROCESS ANALYSIS

Implementing Enterprise Business Process Analysis (EBPA) requires a structured and strategic approach. These six-steps provide a simplified overview of how to institute EBPA in your organization and leverage the insight that leads to better decision-making, reduced costs, and increased efficiency. Whatever your process improvement strategy, Blueprint can help you achieve your goals. For more information, visit www.blueprintsys.com

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STEP 1: IDENTIFY A PROCESS FOR IMPROVEMENT

Identifying where to start process improvement and analysis is one of the most challenging parts of EBPA. When no direction is provided, a good place to start is with the most executed or complex process. Any good EBPA tool should be able to provide these process metrics.

STEP 2: COLLECT DATA ABOUT THAT PROCESS

In this step, a business analyst works with the process owner or subject matter expert to get as much information about the process as possible. A good EBPA solution provides a task capture capability that records, automatically maps, and defines the process model to expedite this step while delivering the crucial low-level details.

STEP 3: REVIEW THE PROCESS

Once the process is mapped out, it needs to be reviewed with the corresponding business group for accuracy before analysis can begin. An EBPA solution with effective collaboration capabilities enables concurrent reviews and approvals to accelerate the validation phase.

STEP 4: ANALYZE THE PROCESS

Once verified, a business process analyst reviews the mapped-out process and looks for redundancies, waste, and other areas of improvement. A value-laden EBPA solution will suggest modifications and different variables that when applied can improve the process to better serve your business objectives.

STEP 5: DEVELOP AN IMPROVEMENT PLAN

Once the process has been analyzed and optimized, the next step is to determine the best course of action to improve efficiency. This could mean automating the process, retraining those who execute it according to the improved workflow, or even retiring it if it's not delivering the expected business value and quality.

STEP 6: IMPLEMENT & MONITOR THE PROCESS

EBPA is not one-and-done, it's a continuous process. A series of dashboards that provide rich analytics is paramount to continually maintaining a pulse on how the new, improved processes are performing to ensure continuous improvement and a perpetual contribution to achieving your business objectives and making better decisions.