Q20370 BCS Certificate in Modelling Business Processes

Duration: 3 days

Course Overview

Expleo Academy's BCS Certificate in Modelling Business Processes provides attendees with the knowledge and toolkit required to identify, model and improve organisational Business Processes. The course aligns with the latest BCS syllabus and "Business Analysis" book.

This collaborative 3-day Practitioner course is delivered by BCS-accredited professional trainers with real-world experience of business process modelling and analysis. Attendees will learn industry standard notation, techniques for modelling and measuring processes, and for identifying process improvement.

The training delivery approach includes collaborative group activities, case study analysis, and an opportunity to practice process modelling with the benefit of trainer feedback. Attendees are supplied with course notes about business process modelling techniques, with references for further reading.

Who should attend?

The Practitioner certificate is relevant to anyone requiring an understanding of Business Process Modelling, including Business Analysts, Business Managers and their staff, Business Change Managers, and QA.

The course is also aimed at individuals who would like to achieve the internationally recognised BCS Certificate in Business Analysis Practice, on their path to achieving the BCS International Diploma in Business Analysis.

Prerequisites: Pre-Reading Guidelines

There are no course prerequisites, however students will have been expected to have reviewed chapter 7 and 8 from the most recent BCS publication of **"Business Analysis" by Paul, Yeates & Cadle** (3rd Edition).

Course Objectives

On completion of the Modelling Business course, delegates will be able to:

- Understand the role of business process modelling in describing an organisation's internal processes, and why this is a key BA skill
- Model core business processes at an organisation level
- Model business processes at the process level
- Document and analyse tasks within a business process
- Use gap analysis to improve business processes

Recommended Follow-on Courses

Related courses leading to the BCS Business Analysis Diploma:

- BCS Requirements Engineering
- BCS Business Analysis Practice
- BCS Business Analysis Foundation Level

Course Outline

The context for Business Process Modelling

- The purpose and benefits of business process modelling
- The three-level business process hierarchy
- The importance of the process view versus the functional view of an organisation
- Using POPIT to for impact analysis of new process design
- Approaches to implementing business change

The Organisational Context for Business Processes

- Construction of an organisational level model of business process for a given business scenario
- Distinguish between external and internal elements of an organisational model
- How business processes on an organisational model support delivery of the value proposition

Modelling the Business Processes

- Construct a Business Process Model for a given business scenario using Actos, Swim Lanes, Tasks, Decision Points, Guard Conditions, Start Points, End Points, Process Flows, Joins and Forks.
- The importance of a standard notation set
- The relationship between Process, Task, and Step
- Using OPOPOT and representing Tasks
- Identifying external, internal, and time-based business events
- Internal Performance Measure and Customer expectations of performance

Documenting tasks

- Constructing a Task description for a given business scenario
- Documenting a Task using UML activity diagram notation
- Documenting a Task using structured English

Improving Business Processes

- Different approaches to improving Business Processes
- Challenging business rules and assumptions
- Performance issues in Business Processes
- Challenging the business rules
- Using business scenarios to identify combinations of conditions to be supported
- Identifying Functional Requirements for IT System support of a Business Process
- Using Gap Analysis on a "To Be" Business Process model

Exam Format

- Certification is dependant on achieving the Pass Mark of 25/40 correctly answered Multiple-Choice Exam questions. The Exam is paper-based, closed-book, and has a duration of 60 minutes. Additional time is available under certain circumstances, which are outlined on the BCS website.

Contact

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