Introduction

This comprehensive **Business Process Analysis and Modeling** course provides participants with a robust foundation in business process analysis (BPA) and modeling. These are key components of **Business Process Redesign (BPR)**, **business process improvement** initiatives like **reengineering**, **quality management**, and **continuous process improvement**. Business process analysis and modeling are critical for enhancing organizational efficiency and streamlining operations.

Throughout this course, participants will learn to analyze and model business processes at both the **enterprise** and **workflow** levels. The course also introduces the **Integration Definition for Process Modeling (IDEF0)** method and the **Business Process Diagram** notation—widely recognized standards used in business process modeling. These tools and techniques enable participants to engage in rigorous analysis, foster creative solutions, and develop effective information technology systems.

Targeted Groups

This course is specifically designed for:

- **Business Process Analysts**
- **Engineers**
- **Consultants**
- **Managers** in business performance improvement
- **Process Owners**
- **Quality Assurance Analysts and Managers**
- **Business Planners**

Course Objectives

By the end of this course, participants will be able to:

- Analyze and define the scope of a business process.
- Develop enterprise-level business process models.
- Capture and map details of existing business processes using a model.
- Build integrated models that represent detailed business processes.
- Identify opportunities for process improvement using models.
- Apply best practices in business process modeling.
- Implement business process improvements to achieve significant results.

Targeted Competencies

Participants will develop competencies in:

- **Data management** (normalizing and massaging data)
- **Reporting, analysis, and reconciliation**
- **Interpreting large data sets**
- **Modeling and scenario planning**
- **Data integration strategies**

Course Content

Unit 1: Understanding Business Processes

- Introduction to business processes
- Horizontal vs. vertical organizational structures
- Types of business processes and their identification
- Defining the scope of business processes
- Analyzing the components of a business process
- Basic concepts of mapping and modeling business processes
- Practical analysis exercises

Unit 2: Developing Business Process Models using Business Process Modeling Notation (BPMN)

- Overview of BPMN (Business Process Modeling Notation)
- Core BPMN elements (activities, events, gateways, etc.)
- Modeling business process activities
- Describing business process events
- Representing branching and joining logic in processes
- Identifying business process patterns
- Modeling process resources
- Hands-on BPMN modeling exercises

Unit 3: Advanced Business Process Modeling using BPMN

- Extended BPMN elements
- Modeling sub-processes and nested processes
- Types of business process events
- Resource representation using pools and lanes
- Message flows and default flows in BPMN
- Handling process exceptions in BPMN
- Describing process activity attributes
- Advanced BPMN modeling exercises

Unit 4: Modeling Processes Using the Integration Definition for Process Modeling (IDEF0)

- Introduction to business process architecture
- Business process classification framework
- The IDEF0 modeling method and diagram types
- Building top-level diagrams and decomposition diagrams
- Practical IDEF0 modeling exercises

Unit 5: Improving Business Processes Using Models

- Analyzing existing business processes
- Eliciting customer requirements for processes
- Measuring business process performance
- The two stages of business process improvement
- Transitioning from “as-is” to “to-be” models
- Simulating business processes for improvement

- Implementing business process changes
- Choosing the right modeling tool for improvements

Business Modeling Course Specialization

This course also focuses on a wide range of business modeling techniques to enhance participants’ competence as process analysts. Those interested in obtaining certifications in process analysis or business process modeling will find this course invaluable. It serves as a solid foundation for anyone pursuing a **business process analysis** or **business process modeling** certification.

Whether you are looking for a comprehensive business process modeling course, a targeted business process mapping course, or broader business process training, this program is tailored to meet your educational needs and prepare you for practical application in your role.