

BPM Datasheet

Business Process Management (BPM) Solutions

Overview

Business Process Management (BPM) is defined as a series of pre-defined activities, performed by participants and/or systems, to achieve a common business goal. They enable organizations to be more efficient, more effective and more capable of change. The development of BPM processes consists of the following 5 components:

- ▶ **Define** - Baseline the process or the process improvement in question
- ▶ **Model** - Simulate variable changes to the process
- ▶ **Analyze** - Compare the various simulations to determine the optimal process to deploy
- ▶ **Improve** - Select and implement the improvement
- ▶ **Control** - Deploy and via user defined dashboards, monitor the improvement in real time to identify and implement the next improvement iteration

BPM in Practice

Organizations typically start BPM activities to address an area that must be improved to enhance the business. These process area improvements once implemented become known as Standard Operating Procedures (SOPs). In many instances these are manual processes that are followed and adhered to by the process participants.

Manual processes are hard to maintain without the collaborative and continuing efforts of participants. Without rigid enforcement, these manual processes often become underutilized. Ensuring continuation of BPM practices requires an enabling technology to support the processes.

Automating BPM Processes

When looking to automate BPM processes, great care should be utilized when selecting a BPM tool. All good BPM tools consist of the following core components.

- ▶ **A Workflow Engine** – A robust platform for modeling and executing process based procedures
- ▶ **Business Analytics** – Analysis of the automated processes to measure their efficiency, trends, etc.
- ▶ **Content Management** – Provide an environment for storing and securing electronic document, images, etc.
- ▶ **Collaboration Tools** – Enhance communication of participants by providing discussion forums, dynamic workspaces, message boards, etc.

Benefits of SharePoint and BPM

- ▶ *Implement and enforce virtually any business process with an industrial-strength workflow and document life-cycle control tool*
- ▶ *Enable companies to implement and enforce internal and external processes without changing their SharePoint environment*
- ▶ *Provide an integration platform that ties together various stand-alone enterprise applications and surface this information in SharePoint*
- ▶ *Track changes to any type of document or form, and know when someone changed it and why*
- ▶ *Speed-up the proper routing and tracking of documents, thereby decreasing work cycle time*
- ▶ *Develop compliance tools to track regulatory requirements such as those found in the FDA, SOX and other government regulatory bodies*
- ▶ *Provide an electronic audit trail of all workflow activity*
- ▶ *Increase workplace efficiency with standard predefined processes*
- ▶ *Get new products and services to market faster*



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SharePoint and BPM

Chances are you may already own a BPM tool and may not know it. SharePoint is a very powerful BPM platform that is capable of performing many BPM tasks in a very efficient and cost effective manner. SharePoint contains many of the components required from a robust BPM tool.

Content Manager – SharePoint provides an excellent content management component for storing and managing documents. SharePoint comes with many content manager features such as document level security, version control, workflow integration, etc.

Collaboration – SharePoint's site structure enables the creation of collaboration sites that provide many of the features of team collaboration such as message boards, Wiki's and discussion threads, calendar, user alerts, etc.

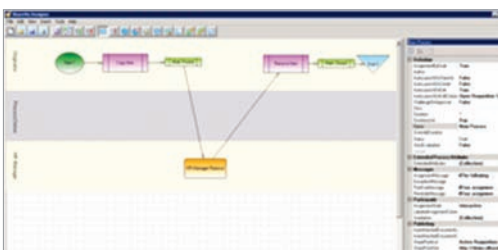
Business Analytics – SharePoint provides the ability to report on status of business workflow processes in lists that track workflow task status. Additional analytics can be built into workflows to provide statistics on steps within workflows for further analysis. Custom dashboards can also be created to further report and display process statistics.

Workflow Engine – SharePoint comes with a workflow engine that can be used for creating automated business processes. SharePoint workflows can be developed in one of 3 ways:

- ▶ Out-of-the-box workflows that come with SharePoint (approval, review)
- ▶ Creation of simple custom workflows using a set of SharePoint Designer predefined actions (email, create, copy, move, delete list entry, etc.) and conditions (If, then, else).
- ▶ Complex custom workflows via programming using Visual Studio Developer Platform

SharePoint BPM Accelerators

Idhasoft endorses and utilizes a complementary BPM product called ShareVis. ShareVis provides an efficient, reliable, and cost effective means to create and enforce virtually any type of role-based business process WITHOUT any software coding or specialized consultants. Complex workflows formerly created by expensive and highly skilled programmers can now be created by subject matter experts via the ShareVis graphical drag and drop workflow manager.



Our Consultants

Idhasoft BPM consultants are seasoned SharePoint consultants who specialize in developing automated business processes in the SharePoint environment. They have modeled and built numerous BPM processes using SharePoint and complementary BPM accelerators for a number of business processes including:

- ▶ *Engineering Change Requests (ECRs)*
- ▶ *SOX Compliance*
- ▶ *Contract Management*
- ▶ *Job Requisitioning*
- ▶ *Etc.*



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