PARTNERS IN KNOWLEDGE UK LTD
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Mastering BPA (Business Process Analysis)

PIK721-0727 SWT-G-1

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Place	: Geneva	**Venue**	: Hotel Strasbourg (10, Rue Pradier, Geneva 1201, SWITZERLAND)		
Start Date	: 05-07-2027	**End Date**	: 09-07-2027	**PPP**	: £4950

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW The Business Process Analysis (BPA) training program equips participants with essential knowledge and skills necessary for analysing, streamlining, and optimising business processes. This program focuses on various BPA methodologies and tools, enabling participants to systematically evaluate existing processes. By understanding the intricacies of these methodologies, individuals can identify inefficiencies and areas for improvement, laying the groundwork for enhanced operational effectiveness. Furthermore, mastering BPA techniques empowers participants to drive operational excellence within their organisations. As they apply their newly acquired skills, they contribute to the overall enhancement of business performance. This training program not only fosters an analytical mindset, but also encourages participants to implement strategic changes that can lead to significant improvements in productivity and efficiency, ultimately benefiting the organisation as a whole.

Course Overview:

COURSE OBJECTIVES

At the end of this program, participants will be able to:

- Create process flowcharts, SWOT analyses, organisational charts, and scoring matrices.
- Recognise various visual modelling techniques.
- Develop both technical and business visual models.
- Understand the importance of recognising and modelling existing business processes for organisational success.
- Measure and document business procedures effectively.
- Conduct thorough analyses and make informed decisions on alternative recommendations.
- Support recommendations with solid evidence and rationale.

Target Audience

- Quality Managers and Quality Engineers.
- Business Process Owners.
- Process Improvement Managers.
- System Implementers and Coordinators.
- Management Representatives.
- Change Managers.
- Improvement Teams.

Program Outline:

DAY 1: Business Process

1. Understanding the fundamentals of business processes.
2. Exploring the significance of Business Process Analysis.

3. Learning about Business Process Modelling techniques.
4. Identifying the benefits of analysing business processes.
5. Strategies for redesigning business processes for improvement.

DAY 2: Business Process within Enterprise Context

1. Business Enterprise Architecture Overview.
2. Framework for Business Capabilities.
3. Context for the Business Analysis Life Cycle.
4. Analyse the Operational Procedures Flowchart.
5. Summary of Artifacts for Business Process Analysis and Modelling.

DAY 3: Grasping the Project/Process Scope

1. Initial Information Gathering Steps.
2. Develop a Business Contextual Map.
3. Outline the Company.
4. Conduct a Stakeholder Analysis.
5. Understand the Business and Technological Landscape.

DAY 4: Identify and Structure Business Processes

1. Perform Event Analysis.
2. Organise and Define the Processes.
3. Identify Solution Requirements through Use Cases from Pain Point/Opportunity Analysis.
4. Create a Use Case Inventory with Use Case Descriptions.
5. Maintain a Record of the Future Solution Scope.

DAY 5: Comprehend and Document the Process

1. Process Modelling.
2. BPMN (Business Process Model and Notation).
3. Construct a Process Flow Diagram.
4. Explain the Process Flow Diagram.
5. Performance Measurement.