

ProcessStep BLUE

PROCESS DOCUMENTATION AND IMPROVEMENT PHASE

PHASE

STAGE

ASSESSMENT

DEFINE, PLAN AND ENGAGE

PROCESS MAPPING

KEY TO ICONS

INTRODUCTION

- 0100 Introduction ProcessStep
- 0101 What ProcessStep Is
- 0102 ProcessStep Methodology
- 0104 ProcessStep Benefits
- 0105 The PBI

TOOL KIT

BASE INFORMATION

- 0103 Running Mapping Work Sessions
- 0202 ProcessStep Icons
- 0301 ProcessStep Words
- 0401 ProcessStep BLUE Map

KNOW MORE

- The Attendance Tracker
- The Change Controller
- Action Lists, The Action Tracker And Managing Change
- Scheduling

TEMPLATES

- Plan For The Session In MS Visio
- Plan For The Session In PDF
- Attendance List
- Attendance Tracker
- Action List
- Actions Tracker
- Hand Drawn Icons
- Participant Evaluation of ProcessStep

EXAMPLES

- ProcessStep Map Quick Introduction

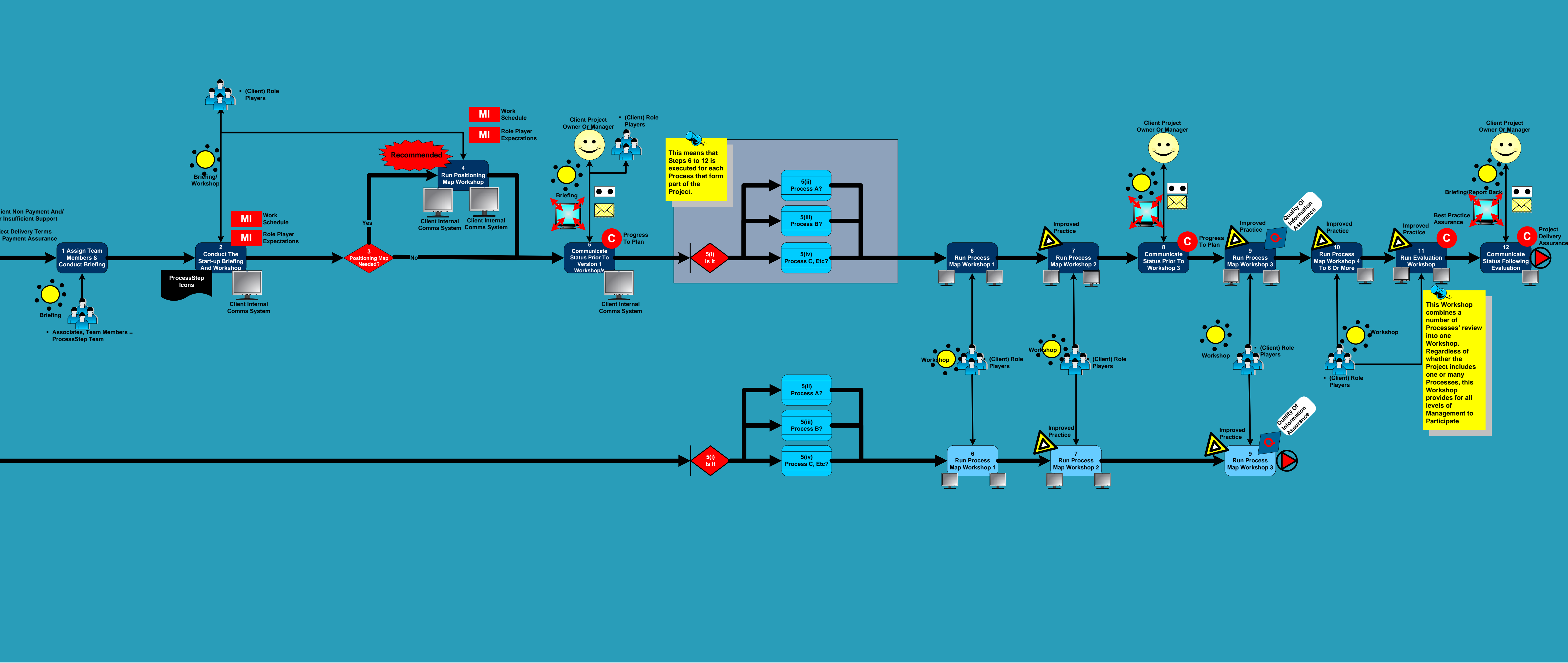
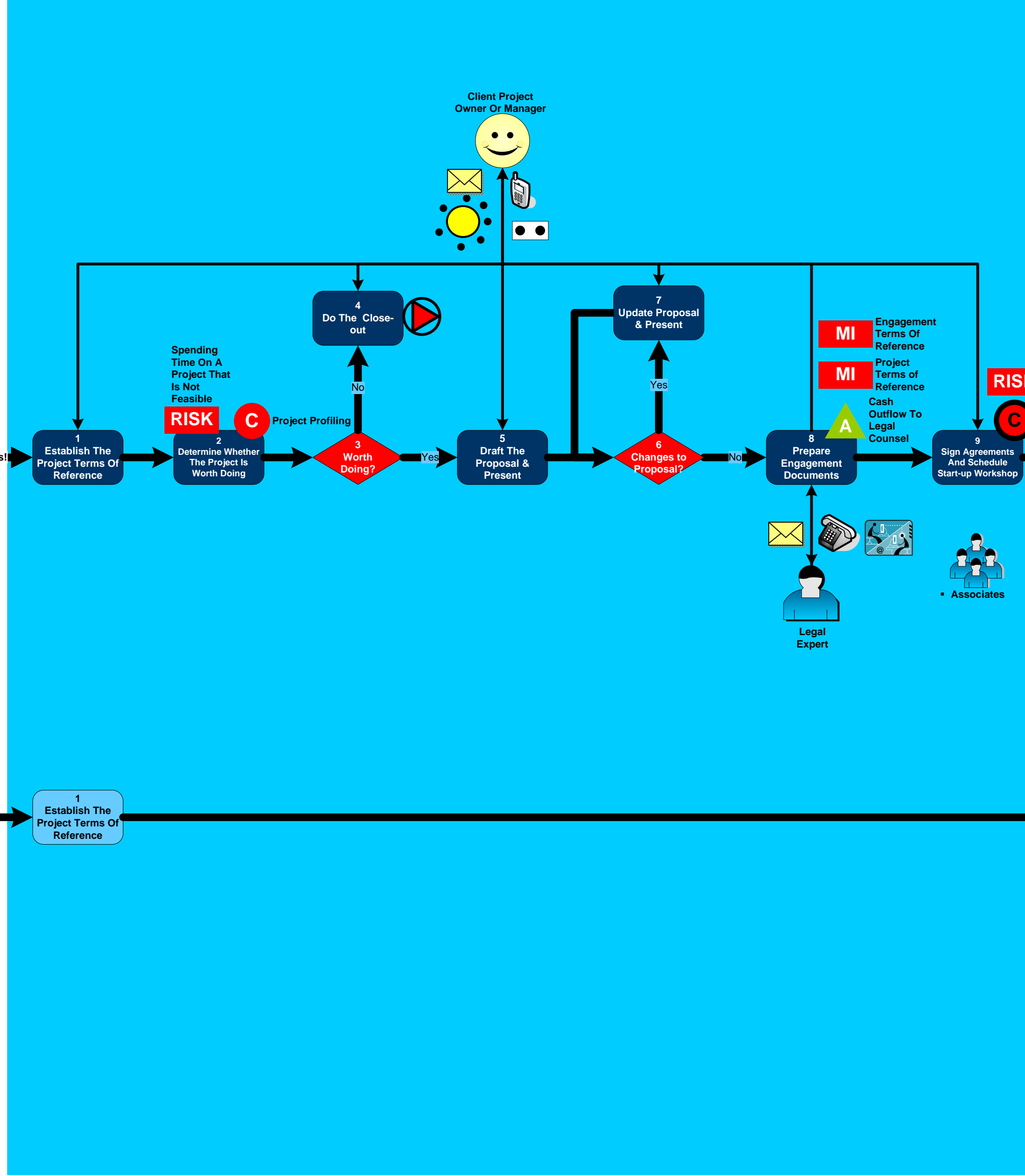
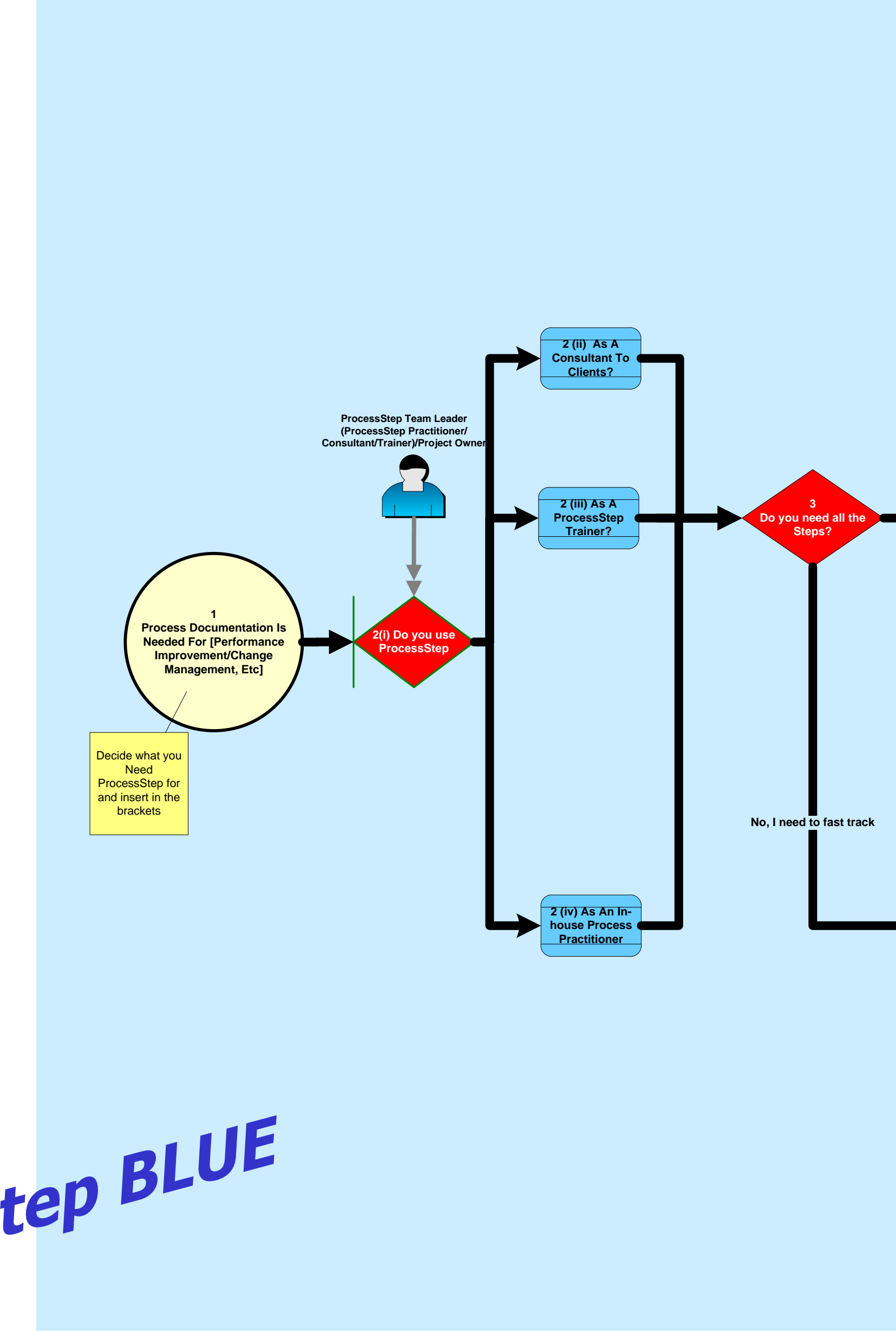
Purpose & Scope

TO SHOW STEP BY STEP HOW PROCESSSTEP DEVELOPS PROCESS MAPS

- Scope And Plan The Project
- Brief All Role Players And Agree Scheduling
- Conduct Workshops And Record Process Information
- Agree Best Practice Processes And Action Lists
- Implement Action Lists And Monitor Outcomes

Process Owner

ProcessStep Team Leader (ProcessStep Practitioner/ Consultant/Trainer)/Project Owner



Key

- Step
- Role Player
- Group Of Role Players
- Yes Or No Decision
- Option
- System
- Filing System
- Process End
- Know More
- Template
- Document
- Process
- Client
- Event
- Example
- Client
- Event
- Email
- Text Message
- Cell Phone
- Courier
- Landline Phone
- Fax
- Scheduled Meeting
- Ad-hoc
- One On One Meeting
- Snail Mail
- Timer
- Portal
- Instant Messenger
- Information
- RISK Area Of Risk
- C Control
- Check
- Quality Management Point
- MI Management Information
- Burning Point
- KPI Key Performance Indicator
- Financial Impact Of Accounting Point
- KPA Key Performance Area
- Change Management Point
- Escalation
- Note
- Law
- Directive
- Agreement

LINKS www.timesheetpress.com

Business Analysis Body Of Knowledge

ProcessStep License Agreement

Relevant Business Legislation

RISK Spending Time On A Project That Is Not Feasible

C Project Profiling

New Proposal

MI Engagement Terms Of Reference

RISK Client Non Payment And/ Or Insufficient Support

A Cash Outflow To Legal Counsel

MI Work Schedule

MI Role Player Expectations

MI Work Schedule

MI Role Player Expectations

C Progress To Plan

Improved Practice

Improved Practice

Improved Practice

Improved Practice

Best Practice Assurance

C Project Delivery Assurance

Quality Of Information Assurance