Never Forget Another Process in Your Process Map Again Collaborative Process Creation in Bpanda

Have you ever asked yourself how you can record all processes within your company without forgetting one? Your company is constantly developing dynamically and your process landscape continuously changes along with it; so your worries are not unfounded. This is why we will show you how to avoid forgetting one of your processes. We have developed the 'Submit Process Suggestion' process in Bpanda to allow all Bpanda users (regardless of their role) to submit their own process suggestions. This allows you to involve everyone within the company when creating a process while prioritizing missing processes. Download the 'Submit Process Suggestion' process **here** and easily import it into Bpanda.

Getting Started

You simply need to create a new process draft in the Modeler and select 'Import BPMN file as draft' to be able to use the process. Once you have successfully imported the file, you can then individually customize the process to suit your company, submit it and then use 'Jobs' to bring the process to life with your users. Once you have successfully submitted your process, you should also link the 'BPM Manager' lane with your BPM manager under 'Roles and Permissions'. To do this, select 'Settings and Information' from the 3 point menu in the imported process and click on 'Roles and Permissions'. You can link your BPM manager with the 'BPM Manager' lane under BPM Managers. This means that the initiator no longer needs to decide who should see the suggestion; Bpanda directly informs the user responsible. You can use the 'Process Suggestion' or 'Suggestion' keywords to find the process using your search bar. You can also add extra terms if you want by adding keywords to the BPMN process or writing more in the description. We also recommend that you integrate the process into the top level of your process map. This means that users will be able to find the process easily. As with all your processes within the company, this process also needs to run through the release workflow. Once the process has been successfully reviewed and published, then you can get going with gathering process suggestions in your company using 'Jobs'.

How to Bring 'Submit Process Suggestion' to Life within Your Company:

Once the process has been published, every Bpanda user in your company can become an initiator and suggest their own ideas for new processes or ones which haven't been documented yet. When the user starts a new job, they briefly describe why the process they are suggesting is important and what its aims are. Bpanda submits the suggestion to the BPM manager and they receive a notification and can see all the information included about the process suggestion. The BPM manager can then check and rate the submitted suggestion. They have three scenarios for this:

1. **Process Idea is Accepted**
    If the BPM manager likes the idea, then they draft a task for a process model to be created and hand this to the process designer. The process designer then implements the process idea according to the BPM manager's task. Their decision is recorded in Bpanda, allowing the initiator to automatically see that their process idea will be implemented.

2. **Process Idea will Not be Used**

   If the BPM manager does not consider the suggested process to be relevant, then they must justify their reason and document this in Bpanda. The initiator is also informed of this decision and can see why this is from the reasons noted in Bpanda.

3. **Process Idea is Already Implemented**

   If the suggested process has already been recorded in Bpanda, then the BPM manager can directly link the existing process in Bpanda to the initiator. The initiator is informed about the rating for their suggested process. You can use the link to easily access the process which has already been recorded.

Rating & Analysis for All Submitted Process Suggestions

BPM managers can also use the Jobs analysis to rate all submitted suggestions and maintain and overview of which suggestions are currently being discussed. Get started with 'Submit Process Suggestion', involve all your Bpanda users in process documentation and profit from collaborative process documentation. You can be assured that no process will be forgotten in your process landscape. Download the free 'Submit Process Suggestion' process and get going in Bpanda!

Download Process Now