MIS 3504
Digital Design and Innovation

Process Flow

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Process DIAGRAMMING
Understanding HOW people do their work
Think VISUALLY
What tells a better Story
assembly process: IKEA
What tells a better Story

If you need to explain to your team members how Steve’s consultants firm is financially performing in terms of

- Income vs Expense over twelve months
- Profitability over twelve months

Which approach would you prefer?

- Textual
- Graphical
Steve’s Consulting Company Profitability

January income was four thousand dollars and the expenses were three thousand nine hundred dollars generating a profit of one hundred dollars.

February income was four thousand two hundred and thirty dollars and the expenses were four thousand one hundred dollars generating a profit of one hundred and thirty dollars.

March income was five thousand dollars and the expenses were four thousand nine hundred dollars generating a profit of one hundred dollars.

April income was six thousand two hundred dollars and the expenses were six thousand dollars generating a profit of two hundred and thirty dollars.

May income was six thousand dollars and the expenses were five thousand nine hundred dollars generating a profit of one hundred dollars.

June income was five thousand nine hundred and the expenses were five thousand eight hundred dollars generating a profit of one hundred dollars.

July income was six thousand one hundred and forty dollars and the expenses were six thousand dollars generating a profit of one hundred and forty dollars.

August income was six thousand four hundred and thirty dollars and the expenses were six thousand one hundred and fifty dollars generating a profit of two hundred and fifty dollars.

September income was six thousand three hundred and the expenses were six thousand dollars generating a profit of three hundred and thirty dollars.

October income was six thousand four hundred and fifty dollars and the expenses were six thousand and sixty dollars generating a profit of three hundred and ninety dollars.

November income was seven thousand dollars and the expenses were six thousand six hundred dollars generating a profit of four hundred and thirty dollars.

December income was six thousand eight hundred dollars and the expenses were six thousand three hundred and fifty dollars generating a profit of four hundred and fifty dollars.
Core Requirement Components

- Business Rules
  - Data (Attributes Entities)
  - Processes (or Use Cases)
  - External Agents (or Actors)
Workflow Diagrams

• How would you describe a process you routinely use to a friend who wanted to do the same thing?
• Is it easier to use words or draw a picture of the steps you take?
• What would some uses of this approach be?
ASK THEM QUESTIONS:

• Capturing a routine process and explaining it to someone else is difficult, especially for more complex processes. Understanding how something works is critical to improving it. Therefore, getting a good understand of what happens when, how its done, how the steps relate and who decides what questions with what information along the way is a key skill for the BA.

• Word descriptions can be ambiguous. Drawing out the steps is usually seen as a better way to communicate the information of how a process works.
  - Mapping a work process for general understanding
  - process improvement
    - documenting computer logic to be written
    - writing emergency procedures, etc.

• This is a key technique for BA, systems development, process improvement, startups, etc.
**Workflow Diagrams**

- One of a Business Analyst’s key tools, especially for analyzing the as-is situation
- Great way to begin to understand process you are dealing with at high level
- Different levels of workflow can be used to explain the process to different audiences
- Can document Standard Operating Procedures (SOP’s)
- Revising the flow to facilitate improvements is standard design technique
What Does a Workflow Diagram Reveal:

- The steps in a process
- A sequence of actions and responses/decisions
- Problems in a process and revisions to improve it
- How work is accomplished
- How tasks interrelate
- What information flows through the process
- What decisions are made
- How individual workers are involved with the process
Workflow Diagrams

• What would we want to include in a workflow diagram?

• There are many different types of workflow diagrams, we will focus on one.
  • Swim Lane Flowcharting
  • ANSI Flowcharting
  • UML Activity Diagrams
  • SIPOC (supplier-input-process-output-customer)
  • Use Case Diagram
<table>
<thead>
<tr>
<th>Flowchart Symbol</th>
<th>Name (Alternates)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Process</td>
<td>An operation or action step.</td>
</tr>
<tr>
<td></td>
<td>Terminator</td>
<td>A start or stop point in a process.</td>
</tr>
<tr>
<td></td>
<td>Decision</td>
<td>A question or branch in the process.</td>
</tr>
<tr>
<td></td>
<td>Delay</td>
<td>A waiting period.</td>
</tr>
<tr>
<td></td>
<td>Predefined Process</td>
<td>A formally defined sub-process.</td>
</tr>
<tr>
<td></td>
<td>Alternate Process</td>
<td>An alternate to the normal process step.</td>
</tr>
<tr>
<td></td>
<td>Data (I/O)</td>
<td>Indicates data inputs and outputs to and from a process.</td>
</tr>
<tr>
<td></td>
<td>Document</td>
<td>A document or report.</td>
</tr>
<tr>
<td></td>
<td>Multi-Document</td>
<td>Same as Document, except, well, multiple documents.</td>
</tr>
<tr>
<td></td>
<td>Preparation</td>
<td>A preparation or set-up process step.</td>
</tr>
<tr>
<td></td>
<td>Display</td>
<td>A machine display.</td>
</tr>
<tr>
<td></td>
<td>Manual Input</td>
<td>Manually input into a system.</td>
</tr>
<tr>
<td></td>
<td>Manual Operation</td>
<td>A process step that isn't automated.</td>
</tr>
<tr>
<td></td>
<td>Card</td>
<td>A old computer punch card.</td>
</tr>
<tr>
<td>Symbol</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Punched Tape" /></td>
<td>An old computer punched tape input.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Connector" /></td>
<td>A jump from one point to another.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Off-Page Connector" /></td>
<td>Continuation onto another page.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Transfer" /></td>
<td>Transfer of materials.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Or" /></td>
<td>Logical OR.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Summing Junction" /></td>
<td>Logical AND.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Collate" /></td>
<td>Organizing data into a standard format or arrangement.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Sort" /></td>
<td>Sorting of data into some pre-defined order.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Merge (Storage)" /></td>
<td>Merge multiple processes into one. Also used to show raw material storage.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Extract (Measurement)" /></td>
<td>Extract (split processes) or more commonly - a measurement or finished goods.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Stored Data" /></td>
<td>A general data storage flowchart symbol.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Magnetic Disk (Database)" /></td>
<td>A database.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Direct Access Storage" /></td>
<td>Storage on a hard drive.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Internal Storage" /></td>
<td>Data stored in memory.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Sequential Access Storage" /></td>
<td>An old reel of tape.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Callout" /></td>
<td>One of many callout symbols used to add comments to a flowchart.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Flow Line" /></td>
<td>Indicates the direction of flow for materials and/or information.</td>
<td></td>
</tr>
</tbody>
</table>
Flow Chart Example
UML Activity Diagram

Samples links:
SIPOC (supplier-input-process-output-customer)

Samples links:

Sustainable Systems/Source-Sink (SS) SIPOC Diagram [IDEFO notation]

- Are all outputs accounted? (Product, packaging, waste, effluent)
- Do all outputs have a customer? No = waste stream. Applies Lean thinking & Cradle-to-Cradle design.
- At what rate can a Source provide a resource? Sustainable: Aggregate Resource Consumption Rate \( \leq \) Production Rate.
- At what rate can a Sink take up waste? Sustainable = Aggregate Waste Production Rate \( \leq \) Recycling Rate.
- Where does flow end? SIPOC makes it appear linear, but all system flows are circular.
Use Case Diagram

Samples links:
Swim Lane Diagram

Samples links:
Think:

- Actors [who]
- Actions [what]
- Decisions [when]
- Space [where]
- RELATIONSHIPS
Swim Lane Process Mapping

1. Name the process – subject+verb+object

1. What’s the business event that initiates the process?

1. What’s the outcome of the process?
Swim Lane Process Mapping

1. Name the process - subject+verb+object
   
   Warehouse Receives Materials

1. What’s the business event that initiates the process?
   
   Receive Materials

1. What’s the outcome of the process?
   
   Materials are Stored
ABC Assembly Company
Material Delivery Process

• Manufacture delivers and unloads materials at the ABC Assembly Company Loading Dock
• Receiving Clerk receives invoice paperwork describing delivered materials and creates new entries of the materials in the Warehouse Management System
• Receiving Clerk sends memo via hardcopy to the Warehouse Foreman indicating the new materials have arrived on the loading doc and are ready to be stored in the proper material bin locations which will later be used in the assemble process by the production teams.
• The Warehouse Foreman performs a visual scan of the location bins to determine where to store the arriving materials. The location for storage is critical as there are physical weight limitations on the quantity of material store in each bin and the material has expiration dates that require first in first out usage during manufacturing
• The Warehouse Foreman makes the material location determinations and then will verbally tell the Forklift Driver where to place the newly arrived materials
• When the Forklift Driver has completed storing all the new materials in the verbally assigned bin location(s), they will then verbally communicate to the Warehouse Foreman the storage locations
• The Warehouse Foreman will log into the Warehouse Management System to update the new entries that the Receiving Clerk initially entered into the system with the storage locations
• The Receiving Clerk will periodically check the Warehouse Management System confirm the bin locations have been updated by the Warehouse Foreman
• The Material Delivery Process is completed
Swim Lane Workflow Exercise

• With your teammates,
• Take 15 minutes to imagine the steps of the steps a warehouse goes through when it receives material from its suppliers
• Sketch it out if you can
• Be ready to share your ideas
Swim Lane Process Mapping

- Receiving Dock
- Receiving Clerk
- Forklift Driver
- Warehouse Foreman
- Data Processing

List all people and departments that may be involved in the process
Swim Lane Process Mapping

- Receiving Dock
- Receiving Clerk
- Forklift Driver
- Warehouse Foreman
- Data Processing

Draw a lane next to each person.
Swim Lane Process Mapping

What is the first step?
Swim Lane Process Mapping

- Materials
- Unload Trucks
- Check Materials

What is the next step?
Swim Lane Process Mapping

- Unload Trucks
- Check Materials
- Where?
- WMS

- Receiving Dock
- Receiving Clerk
- Forklift Driver
- Warehouse Foreman
- Data Processing

Show databases as cylinders
Show decisions as diamonds, note business rules elsewhere
Swim Lane Process Mapping

Receiving
Dock

Forklift
Driver

Warehouse
Foreman

Data
Processing

Materials

Unload Trucks

Check Materials

Put Away

Where?

WMS

Receiving
Clerk

Keep going
Swim Lane Process Mapping

- **Receiving Dock**
  - Unload Trucks

- **Receiving Clerk**
  - Check Materials

- **Forklift Driver**
  - Put Away

- **Warehouse Foreman**
  - Where?
  - Record Location
  - Material Away

- **Data Processing**
  - Finish
  - WMS

- **Materials**

**Flowchart:**
- Materials → Unload Trucks → Check Materials → Where? → Put Away → Record Location → Material Away → Finish
Individual Case Assignment:  
Sales Order Case  
Develop Swim lane Process flow

Links to documents on the MIS 3504 Blog site  
Case background (Sales Order Case)  
Swim Lane Excel Template  
Swim Lane PPT Template

Due class 6, February 17, 2015
Exercise: draw the sales process described in the sales order case

- **Actors** – Who are all of the people/departments involved?
- **Actions** – What are the steps they perform in the process?
- **Sequence** – Map the process in sequence using the swim lane method.