

EXIN BCS Practitioner Certificate in Modelling Business Processes – Including Exam

Durée: 2 Jours **Réf de cours: BCS-MBP**

Résumé:

This 2-day BCS Practitioner Certificate in Modelling Business Processes training covers the range of concepts, approaches and techniques that are applicable to the Practitioner Certificate in Modelling Business Processes. It is relevant to anyone requiring an understanding of Modelling Business Processes and focuses on the investigation, modelling, analysis and improvement of business processes.

Public visé:

This Practitioner Certificate is designed for people who want to understand a range of business process modelling and analysis techniques, know how they are used and identify when to use them. Suitable for business analysts, business managers and members of their team, business change managers and project managers

Objectifs pédagogiques:

- You'll study how to investigate, model, analyse and improve business processes. The certificate includes:
 - The context for business processing modelling
 - The organisational model for processes
 - How to model business processes
 - How to document tasks
 - Evaluating and improving business processes
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Pré-requis:

There are no requirements, but candidates should have some practical experience of business analysis.

Test et certification

- Type: Multiple choice
 - Duration: 60 minutes
 - Supervised: Yes
 - Open Book: No
 - Pass Mark: 25/40
 - Calculators: Calculators cannot be used during this examination
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Contenu:

1. The Context for Business Processing Modelling 15%	3.1 Understand the construction of a business process model for a given business	4.1.3 The trigger or business event that initiates the task.
1. Candidates will be able to:	scenario, using the following elements:	4.1.4 Any inputs to the task.
1.1 Demonstrate an understanding of the purpose and benefits of business process modelling.	3.1.1 Actors.	4.1.5 The outputs expected from the task.
	3.1.2 Swim lanes.	4.1.6 The costs associated with the task.
1.2 Identify the three levels of the business process hierarchy; organisation, process and task level.	3.1.3 Tasks.	4.1.7 The measures that are applicable to the task.
	3.1.4 Decision points with guard conditions.	4.1.8 The standards that constrain the task.
1.3 Explain the importance of the process view versus the functional view of an organisation.	3.1.5 Start and end points.	4.1.9 A detailed breakdown of the steps within the task.
	3.1.6 Process flows.	4.1.10 The business rules that are to be followed in performing the task.
1.4 Describe the use of the POPIT model in assessing the impact of a new process design.	3.2 Explain why using a standard notation set is important.	4.2 Demonstrate an ability to document the steps and business rules within a task, using
1.5 Discuss the use of pilot, phased, direct changeover and parallel running to implement business change.	3.3 Apply knowledge to distinguish between the terms process, task and step; describe how they relate to each other.	UML activity diagram notation, or structured English.
	3.4 Demonstrate that a task typically involves one person (actor) at one place at one time	5. Improving Business Processes 20%
2. The Organisational Context for Business Processes 20%	(OPOPOT), and that it is represented as a single 'box' on a process model.	Candidates will be able to:
Candidates will be able to:	3.5 Based on a given business scenario, identify external, internal and time-based business events.	5.1 Apply the following approaches to improving business processes: task automation;
2.1 Understand the construction of an organisational level model of business process for a given business scenario.	3.6 Explain the difference between internal performance measures and customer expectations of performance.	removal of gaps and disconnects; process re-engineering.
2.2 Understand how to construct an organisational model for a given scenario (Paul et al, Business Analysis, 3rd Edition).	4. Documenting Tasks 15%	5.2 Show understanding of the need to challenge business rules and assumptions when improving business processes.
		5.3 Identify the areas of a business process that may contribute to unsatisfactory

2.3 Apply knowledge to distinguish between the external and internal elements of an organisational model.	Candidates will be able to:	performance from a given scenario.
2.4 Explain how the processes on the organisational model support the delivery of the value proposition.	4.1 Understand how to construct a task description for a given business scenario, which includes the following elements:	5.4 Explain the use of business scenarios in identifying combinations of conditions that the improved business process will need to handle.
3. Modelling the Business Processes 30%	4.1.1 The name of the task.	5.5 Conduct a gap analysis on a given 'to be' business process model, in order to identify
Candidates will be able to:	4.1.2 The actor (or role) carrying out the task.	the functional requirements for the IT system support for that business process.

Autres moyens pédagogiques et de suivi:

- Compétence du formateur : Les experts qui animent la formation sont des spécialistes des matières abordées et ont au minimum cinq ans d'expérience d'animation. Nos équipes ont validé à la fois leurs connaissances techniques (certifications le cas échéant) ainsi que leur compétence pédagogique.
- Suivi d'exécution : Une feuille d'émargement par demi-journée de présence est signée par tous les participants et le formateur.
- En fin de formation, le participant est invité à s'auto-évaluer sur l'atteinte des objectifs énoncés, et à répondre à un questionnaire de satisfaction qui sera ensuite étudié par nos équipes pédagogiques en vue de maintenir et d'améliorer la qualité de nos prestations.

Délais d'inscription :

- Vous pouvez vous inscrire sur l'une de nos sessions planifiées en inter-entreprises jusqu'à 5 jours ouvrés avant le début de la formation sous réserve de disponibilité de places et de labs le cas échéant.
- Votre place sera confirmée à la réception d'un devis ou "booking form" signé. Vous recevrez ensuite la convocation et les modalités d'accès en présentiel ou distanciel.
- Attention, si cette formation est éligible au Compte Personnel de Formation, vous devrez respecter un délai minimum et non négociable fixé à 11 jours ouvrés avant le début de la session pour vous inscrire via moncompteformation.gouv.fr.

Accueil des bénéficiaires :

- En cas de handicap : plus d'info sur globalknowledge.fr/handicap
- Le Règlement intérieur est disponible sur globalknowledge.fr/reglement