**Document details**

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Business Analysis (BAPL)

Business Process Specification Checklist

<<Project Name>>

Business Requirements Specification Checklist

**Project Information**

| **Organisation** | << Organisation Name >> |
| --- | --- |
| **Project Sponsor** | << Sponsor Name >> |
| **Project Name** | << Project Name >> |
| **Project Number** | << Project ID >> |

**Contact for enquiries and proposed changes**

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**Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Changed By** | **Nature of Amendment** |
| 0.01 | 8 July 2020 | Business Analysts Pty Ltd | Initial document creation |
| 0.02 | 8 July 2020 | Business Analysts Pty Ltd | Minor format changes |

**Review and Approval**

The content of this document is hereby agreed to and approved by:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  | **Position** | **Signature** | **Date** |
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|  |  |  |  |

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It is the responsibility of those listed below to help ensure their resources are aware of changes detailed in this document for compliance purposes.

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***The text mentioned below is to be used as a reference guide while completing this document. Remove this section/page after completing/before-publishing this document.***

1. *The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
2. *This template is designed for the author of the Business Process Specification (BPS) to make sure the BPS is ready for review.*
3. *Additional sections can be added if required.*
4. *Please do not remove any section(s) from this document unless otherwise specified.*
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**Checklist Instructions**

*The Business Process Specification (BPS) author should use this checklist to make sure the BPS is ready for review. The reviewer is to use this checklist to provide consistent feedback to the author. The comments area should be used to provide examples of any inconsistencies found.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| **Template** |
| Has the correct template for the document been used? | [ ]  | [ ]  |  |
| Version number (Note that draft versions of the document will have version numbers that are less than 1.00, v0.01, v0.02, v0.03. The first formally issued version will be numbered v1.00. Minor document version changes will have the decimal component of the number incremented. Major document version changes will have the integer component of the number incremented). | [ ]  | [ ]  |  |
| Has the version control information been completed correctly? | [ ]  | [ ]  |  |
| Has the introduction information been completed correctly? | [ ]  | [ ]  |  |
| Have all the stakeholders been identified clearly? | [ ]  | [ ]  |  |
| **Document Format Requirements** |
| All pages must be numbered. | [ ]  | [ ]  |  |
| If figures, tables, diagrams and pictures are used these must be numbered. | [ ]  | [ ]  |  |
| Document language must be set to English (Australia) to ensure correct spell checking in MS Word. The document must be checked for spelling mistakes. | [ ]  | [ ]  |  |
| Has the template been modified to suit author needs and project requirements? | [ ]  | [ ]  |  |
| If a section is not populated or *Not Applicable*, has an adequate explanation as to why been provided? | [ ]  | [ ]  |  |
| Has all unnecessary white space been removed?e.g. only single spaces after a period and single carriage returns between paragraphs | [ ]  | [ ]  |  |
| **Executive Summary and Introduction** |
| Does the executive summary describe the most important information needed for decision-makers to determine whether a proposed initiative is justifiable, affordable and achievable?  | [ ]  | [ ]  |  |
| Has the intended audience been described? | [ ]  | [ ]  |  |
| Have all definitions, acronyms and abbreviations been described in more detail?  | [ ]  | [ ]  |  |
| Have related or supporting documents been referenced? | [ ]  | [ ]  | [ ]  |
| Is the problem/opportunity statement clear? | [ ]  | [ ]  | [ ]  |
| Is there a high-level description of the main functions/processes? | [ ]  | [ ]  |  |
| Has any visual aids or figures like context diagrams been included in the background and business context to help the reader understand the current environment? | [ ]  | [ ]  | [ ]  |
| Does the scope describe key processes which will be included in the project? | [ ]  | [ ]  |  |
| Do key stakeholders understand and approve the processes which are in scope for the project? | [ ]  | [ ]  |  |
| Does the scope describe key processes which will be excluded in the project? | [ ]  | [ ]  |  |
| Do key stakeholders understand and approve the processes which are out of scope in the project, in particular the risks associated with the exclusion? | [ ]  | [ ]  |  |
| Have all assumptions and constraints been appropriately described, including timeframe assumptions? | [ ]  | [ ]  |  |
| Have all internal/external dependencies like legislative, related portfolio projects, resourcing processes, policy development, architectural direction been considered? | [ ]  | [ ]  |  |
| Has the modelling approach been described and does it follow best practice like BPMN 2.0 or an organisational methodology? | [ ]  | [ ]  | [ ]  |
| Is the modelling approach agreed and is understood by key stakeholders? | [ ]  | [ ]  |  |
| **Business Processes** |
| Has each process been traced back to the business process architecture?  | [ ]  | [ ]  |  |
| Can each process related requirement be traced to a process task, and does every activity have traceability to a requirement? | [ ]  | [ ]  |  |
| Are all diagrams clear and understandable? | [ ]  | [ ]  |  |
| The model contains more than one activity? | [ ]  | [ ]  |  |
| Is the model free from deadlocks? | [ ]  | [ ]  |  |
| Is there proper completion of the model (i.e. when the process terminates there are no other activities still running) | [ ]  | [ ]  |  |
| Can all the parts of the model be activated? (i.e. there are no dead transitions of superfluous parts that can never be activated) | [ ]  | [ ]  |  |
| **Pools** |
| The ‘Customer’ pool is located at the top of the model | [ ]  | [ ]  | [ ]  |
| The ‘Organisation’ pool is located in the centre area of the model. | [ ]  | [ ]  | [ ]  |
| ‘Third Party’ pools are located at the bottom of the model. | [ ]  | [ ]  | [ ]  |
| Are all external pools treated as a ‘Black box’? | [ ]  | [ ]  | [ ]  |
| If NO, then does each external pool contain; a Start Event, at least one (1) activity, an End Event, and an unbroken sequence flow? | [ ]  | [ ]  | [ ]  |
| Swim-lanes are used correctly within a pool. | [ ]  | [ ]  | [ ]  |
| **Start Events** |
| Each pool contains at least one start event. | [ ]  | [ ]  | [ ]  |
| No incoming sequence flows lead into the start event/s. | [ ]  | [ ]  | [ ]  |
| The start event (or if more than one start event – each event) has a sequence flow exiting the start event. | [ ]  | [ ]  | [ ]  |
| The sequence flow exits from the right-hand side of the Start Event/s. | [ ]  | [ ]  | [ ]  |
| **Intermediate Events** |
| The Intermediate Events are correctly defined to ‘throw’ and ‘catch’ where appropriate. | [ ]  | [ ]  | [ ]  |
| ‘Timer’ Intermediate Events are used correctly to provide a process delay. | [ ]  | [ ]  | [ ]  |
| ‘Timer’ Intermediate Events are used correctly to provide a time exception. | [ ]  | [ ]  | [ ]  |
| **End Events** |
| Each pool contains at least one End Event. | [ ]  | [ ]  | [ ]  |
| The End Event conforms to BPMN standard of not having a sequence flow that exits. | [ ]  | [ ]  | [ ]  |
| If the end event is a throwing End Event, then there is at least one corresponding catching event to receive the Event. | [ ]  | [ ]  | [ ]  |
| **Flows** |
| The sequence flow continues unbroken through the process model. | [ ]  | [ ]  |  |
| Each pool contains an unbroken sequence flow. | [ ]  | [ ]  |  |
| The sequence flow enters on the left hand side and exits on the right hand side of every activity. | [ ]  | [ ]  |  |
| The model contains more than one task or activity. | [ ]  | [ ]  | [ ]  |
| Each task/activity has a single incoming sequence flow. | [ ]  | [ ]  | [ ]  |
| Each task/activity has a single exiting sequence flow. | [ ]  | [ ]  | [ ]  |
| Message flows contained in the model enter and exit on the top and/or bottom of the activities.  | [ ]  | [ ]  | [ ]  |
| Sequence flows conform to the BPMN standard of not being used between different pools. | [ ]  | [ ]  | [ ]  |
| Message flows conform to the BPMN standard of not being used within a single pool. | [ ]  | [ ]  | [ ]  |
| **Gateways** |
| All forks in the process diverge at a Gateway. | [ ]  | [ ]  | [ ]  |
| All merging paths in a process join at a Gateway. | [ ]  | [ ]  | [ ]  |
| The conditions for the Gateway are clearly understood. | [ ]  | [ ]  | [ ]  |
| Each exclusive / inclusive Gateway has a default path nominated. | [ ]  | [ ]  | [ ]  |
| **Artefacts** |
| All artefacts are associated with a task/activity. | [ ]  | [ ]  | [ ]  |
| All document artefacts include the document state in brackets after the document name. | [ ]  | [ ]  | [ ]  |
| **Exceptions** |
| Have exceptions been modelled correctly using border-mounted exception events? | [ ]  | [ ]  | [ ]  |
| Does the exception flow exit the exception event down and right to the handling procedure? | [ ]  | [ ]  | [ ]  |
| **Process Description** |
| Is there a context diagram which shows at a high level the interactions of the AS IS business processes?  | [ ]  | [ ]  |  |
| Is there a context diagram which shows at a high level the interactions of the TO BE business processes?  | [ ]  | [ ]  |  |
| Is the business process model clearly displayed, in particular when the document is printed? | [ ]  | [ ]  |  |
| Does the description describe the goal of the process? | [ ]  | [ ]  |  |
| Do the actors mirror those in the swim lanes and pools? | [ ]  | [ ]  |  |
| Are triggers clearly defined? | [ ]  | [ ]  |  |
| Are preconditions described for each process? | [ ]  | [ ]  | [ ]  |
| Are post conditions described for each process? | [ ]  | [ ]  | [ ]  |
| Does the applications/tools listed mirror those in the process?  | [ ]  | [ ]  | [ ]  |
| Does the forms/templates mirror those in the process? | [ ]  | [ ]  | [ ]  |
| Does the policy/procedure mirror those in the process?  | [ ]  | [ ]  | [ ]  |
| Is there a description of the business rules that affect the process? | [ ]  | [ ]  | [ ]  |
| Is there a description of the measures that are produced by the process? | [ ]  | [ ]  | [ ]  |
| Is there a description of opportunities for improvement for the process? | [ ]  | [ ]  | [ ]  |
| Are all task/activity described in enough detail that a role can perform the steps? | [ ]  | [ ]  | [ ]  |
| **Comments** |
|  |
| **Reviewer Name** |
|  |