



business analysis

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Business Process Specification Checklist <<Project Name>>

<Delete and Replace
with Company Logo>

Status Draft / Issued
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Business Analysis (BAPL)

Improve | Innovate | Digitise

Document details

Project Information

Organisation	<< Organisation Name >>
Project Sponsor	<< Sponsor Name >>
Project Name	<< Project Name >>
Project Number	<< Project ID >>

Contact for enquiries and proposed changes

If you have any questions regarding the information in this document or suggestions for improving the document, please forward details to following contact point:

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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

Distribution List

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

Name	Position

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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.

- a) The dark blue text represents help/instructional text in the template – please remove it from the final version and/or before publishing the document.*
- b) This template is designed for the author of the Business Process Specification (BPS) to make sure the BPS is ready for review.*
- c) Additional sections can be added if required.*
- d) Please do not remove any section(s) from this document unless otherwise specified.*
- e) Please do not leave any section blank.*
- f) Please ensure not to describe any System Design element(s) in this document.*
- g) Do not forget to update the table of contents figures and caption tables (Reference tab in MSWord) once the document is complete.*
- h) Introduce naming conventions as required for traceability purposes.*

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?	<input type="checkbox"/>	<input type="checkbox"/>	
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).	<input type="checkbox"/>	<input type="checkbox"/>	
Has the version control information been completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the introduction information been completed correctly?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all the stakeholders been identified clearly?	<input type="checkbox"/>	<input type="checkbox"/>	
Document Format Requirements			
All pages must be numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
If figures, tables, diagrams and pictures are used these must be numbered.	<input type="checkbox"/>	<input type="checkbox"/>	
Document language must be set to English (Australia) to ensure correct spell checking in MS Word. The document must be checked for spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>	
Has the template been modified to suit author needs and project requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
If a section is not populated or <i>Not Applicable</i> , has an adequate explanation as to why been provided?	<input type="checkbox"/>	<input type="checkbox"/>	
Has all unnecessary white space been removed? e.g. only single spaces after a period and single carriage returns between paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the intended audience been described?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all definitions, acronyms and abbreviations been described in more detail?	<input type="checkbox"/>	<input type="checkbox"/>	
Have related or supporting documents been referenced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the problem/opportunity statement clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a high-level description of the main functions/processes?	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the scope describe key processes which will be included in the project?	<input type="checkbox"/>	<input type="checkbox"/>	
Do key stakeholders understand and approve the processes which are in scope for the project?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the scope describe key processes which will be excluded in the project?	<input type="checkbox"/>	<input type="checkbox"/>	
Do key stakeholders understand and approve the processes which are out of scope in the project, in particular the risks associated with the exclusion?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all assumptions and constraints been appropriately described, including timeframe assumptions?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all internal/external dependencies like legislative, related portfolio projects, resourcing processes, policy development, architectural direction been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the modelling approach been described and does it follow best practice like BPMN 2.0 or an organisational methodology?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the modelling approach agreed and is understood by key stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	
Business Processes			
Has each process been traced back to the business process architecture?	<input type="checkbox"/>	<input type="checkbox"/>	
Can each process related requirement be traced to a process task, and does every activity have traceability to a requirement?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all diagrams clear and understandable?	<input type="checkbox"/>	<input type="checkbox"/>	
The model contains more than one activity?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the model free from deadlocks?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there proper completion of the model (i.e. when the process terminates there are no other activities still running)	<input type="checkbox"/>	<input type="checkbox"/>	
Can all the parts of the model be activated? (i.e. there are no dead transitions of superfluous parts that can never be activated)	<input type="checkbox"/>	<input type="checkbox"/>	
Pools			
The 'Customer' pool is located at the top of the model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'Organisation' pool is located in the centre area of the model.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
'Third Party' pools are located at the bottom of the model.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all external pools treated as a 'Black box'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If NO, then does each external pool contain; a Start Event, at least one (1) activity, an End Event, and an unbroken sequence flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim-lanes are used correctly within a pool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Events			
Each pool contains at least one start event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No incoming sequence flows lead into the start event/s.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The start event (or if more than one start event – each event) has a sequence flow exiting the start event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The sequence flow exits from the right-hand side of the Start Event/s.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate Events			
The Intermediate Events are correctly defined to 'throw' and 'catch' where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
'Timer' Intermediate Events are used correctly to provide a process delay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
'Timer' Intermediate Events are used correctly to provide a time exception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Events			
Each pool contains at least one End Event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The End Event conforms to BPMN standard of not having a sequence flow that exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the end event is a throwing End Event, then there is at least one corresponding catching event to receive the Event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flows			
The sequence flow continues unbroken through the process model.	<input type="checkbox"/>	<input type="checkbox"/>	
Each pool contains an unbroken sequence flow.	<input type="checkbox"/>	<input type="checkbox"/>	
The sequence flow enters on the left hand side and exits on the right hand side of every activity.	<input type="checkbox"/>	<input type="checkbox"/>	
The model contains more than one task or activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each task/activity has a single incoming sequence flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each task/activity has a single exiting sequence flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Message flows contained in the model enter and exit on the top and/or bottom of the activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sequence flows conform to the BPMN standard of not being used between different pools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Message flows conform to the BPMN standard of not being used within a single pool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gateways			
All forks in the process diverge at a Gateway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All merging paths in a process join at a Gateway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conditions for the Gateway are clearly understood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each exclusive / inclusive Gateway has a default path nominated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artefacts			
All artefacts are associated with a task/activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All document artefacts include the document state in brackets after the document name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceptions			
Have exceptions been modelled correctly using border-mounted exception events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the exception flow exit the exception event down and right to the handling procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Description			
Is there a context diagram which shows at a high level the interactions of the AS IS business processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a context diagram which shows at a high level the interactions of the TO BE business processes?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the business process model clearly displayed, in particular when the document is printed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the description describe the goal of the process?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the actors mirror those in the swim lanes and pools?	<input type="checkbox"/>	<input type="checkbox"/>	
Are triggers clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	
Are preconditions described for each process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are post conditions described for each process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applications/tools listed mirror those in the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the forms/templates mirror those in the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the policy/procedure mirror those in the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a description of the business rules that affect the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a description of the measures that are produced by the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a description of opportunities for improvement for the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all task/activity described in enough detail that a role can perform the steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			
Reviewer Name			

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