Process Transformation in BusinessOptix webinar Q&A

Q: If I have mapped the future state in a separate map can I easily add it to my separate AS IS map?

A: Yes, you can. We have a 'Combine' button that is available in the 'File' tab in Author. The model you pick to be combined with the one you're editing will be added as the future state.

Q: Can you get it to show both current and future state at the same time so you can show what is going to be changed?

A: Yes, you can. There is a 'Changes' view. You can find this in the 'View' tab. This will show the transformational changes from the current to the future state of your model.

Q: I have created a process map and want my colleague to review, add a few changes, how can I give access and see their changes in specific?

A: If you want your colleague to Review the model and save their decision on the system, you can use our Workflow feature. You just need to set them up as a Reviewer for that model and send it through to a review workflow. For your colleague to make changes to the model, they can edit the model if they have access to it. The model needs to be within the Shared folder and if the model has been locked down

to any groups, your colleague needs to be within those groups. You as the author who created the model will be notified of what changes your colleague has made. These notifications come through via email and also within the tool. You can also view their changes by using the Revisions tab in the model.

Q: Can you build the future state first then transform to the current state?

A: There isn't anything to say you can't do it this way, it will just mean you need to work backwards (adding in components that will be dropped from the future state). You need to use the 'Show' drop down in the 'View' tab and 'Transformation' property field to separate the components from the current/future state.

Q: How does transformation work if we add responsible to an activity? For example we are changing roll titles and I see we can use transformation on the swimlane but what about on the activity box?

A: You would need to select the 'Modify' option for this activity in the 'Transformation' tray and using the 'Responsible' property in this tray, select the new role that would be carrying out this activity in the future state.

Q: Can you set the 'transform' button to be blocked until a workflow has all been approved, and then link so once all approved, it then pushes the transform button, and it is then the new current?

A: The 'Transform' button can't be blocked; however, you can use the 'Check out' feature to prevent any other author from making any changes to the model. Once you check out a model, only yourself or an admin can check the model back in. This means that whilst the workflow is taking place, no one else can make any changes. You'll be notified when the stakeholders have made their decision on the model, so you can then check the model back in and use the 'Transform' button to convert the model from the current state to the future state. You can find the 'Check out' button in the 'File' tab in Author. You can also turn on check out in the workflow model. So, whenever you send a model through to that workflow, it automatically checks out the model during the duration of the workflow. If you'd like to know more about this, please get in touch and we can arrange a call.