

ProcessStep Process Modeling Framework™ Overview

ProcessStep is the process documentation methodology that provides individuals and organizations with a methodology and the tools to define, analyze and improve on processes. Participation, role clarity, steps, risks and performance profiles set the platform for process improvement - which translate into profit improvements, higher employee morale and better outcomes of all kinds.

ProcessStep provides a step-by-step guide and toolset of what to do and how to do what needs to be done when modeling processes. ProcessStep gives you information on what to consider when conducting process modeling, how to plan the work and how to document process information in a process map. ProcessStep is also perhaps the only process modeling methodology to address the link between Information Technology (IT) and the business. No other process model provides for as much collaboration between role players and opportunity for buy-in by all role players and stakeholders. The ProcessStep Body of Information, or PBI, is your road map of how to perform process modeling as a powerful management tool

ProcessStep also provides real value in the manner in which the information to build processes is extracted in fun and high energy workshops.

Different options for different needs

The ProcessStep Body of Information is available in three levels of detail:

- **ProcessStep Blue** for those who need information on what to do for Process Documentation at high-level only.
- **ProcessStep Silver** for those who need to know the *fast track* Steps to ProcessStep deliverables and the accompanying details on “what-to-do” *and* “how-to-do-it”
- **ProcessStep Gold** for those who want to use the comprehensive ProcessStep Body of Information.

The ProcessStep Body of Information is structured as follows:

- **Introduction.** The Introduction describes ProcessStep and summarizes the ProcessStep Methodology, along with the unique toolset of words and icons which you can use in your process modeling. This section also includes the ProcessStep map, providing you with a graphic overview of “what-to-do” to deliver your process modeling outcomes.
- **Assessment Stage.** This stage helps you to decide whether the Fast Track content (Silver Path) or detailed content (Gold Path) is needed.
- **Define, Plan and Engagement Stage.** This stage provides information on how to define the process work, how to plan delivery of output and how to engage with clients.

- **Process Mapping Stage.** This stage presents you with information on how to facilitate the workshops that deliver process maps. ProcessStep defines five different levels of detail – a level 1 process map would be very high-level while a level 5 process map would be very detailed.

Conclusion

ProcessStep gives you a versatile, powerful and high-value process modeling methodology and toolkit. It is robust in its application and it fits all project sizes – whether you have one process or a hundred. ProcessStep is easy to use and its approach facilitates communication, interaction, debate and agreement between all role players. Each time you use ProcessStep, you will discover the power of process. ProcessStep links process to performance in a way that increases the value that the processes provide to your organization.

About the Author

Dr Michéle Booyen is an economist and President/Managing Director of Pétanque Business Specialists (www.petanque-c.com) based in Cape Town, South Africa where she heads a team of business professionals who delivers process performance improvement, project management and business plans to corporate and medium to small businesses. She has applied the principles of economics in her career that includes Development, Health Care and Enterprise (Strategizing, Planning, Development and Launch of various micro, small, medium and large corporate businesses, Business Development Planning and Project Implementation) assignments over the past 24 years.

Her work has resulted in extensive experience in the issues around economic development on a micro and a macro level, what works in business and what does not, understanding the value of process and performance management in all economic activity and interpreting global issues such as trends and business positioning into business processes. She has developed and authored the ProcessStep process mapping methodology (www.processstep.com) which has been launched in partnership with TenStep Inc.

Michéle completed a Bachelor of Commerce Law degree at the University of the Free State, South Africa in 1982, followed by an Honors degree in Economics in 1987 at the University of South Africa, a Masters in Commerce (Development Economics) at the University of the Free State in 1998 and a PhD in Commerce (Development and Business Economics) in 1992 at Vista University, South Africa. In her free time, she enjoys mountain biking, road cycling, teaches spin classes, enjoys watching DVDs at home and is a novice painter.