

**Course Durations: 16 Hours**

**Course Mode: Online/Offline**

## About Company:

EduNextgen extended arm of Product Innovation Academy is a growing entity in education and career transformation, specializing in today's most in-demand skills. A platform with blended learning programs supported by in-trend technology platforms for learning. Engaging organizations for learning development objectives.

Training courses are designed and updated by renowned industry experts. Our blended learning approach combines online classes, instructor-led live virtual classrooms and virtual teaching assistance.

## About The Course:

Process mapping is a tool that analysts use to describe how the work flows from step one through to the end. It includes the people and tools involved and is the basis for process improvement. This course is intended to give a good knowledge of Process Analysis concepts and a reading knowledge of the process analysis effort result, which is a Business Process Analysis Specification.

## Why This Course:

- This Course will give you detailed real life case study that will ensure you to get in-depth knowledge of process mapping and apply in your real business scenarios.
- Live Support (24x7)

## Participants will get the Access to:

- LMS Access
- Assignments
- Quizzes
- Live Support via Mail, Call and Screen Sharing
- Course Completion Certificate

## Batch Schedule (Online):

Weekend: 3 Hours per day

Weekday: 2 Hours per day

## Batch Schedule (Offline):

Weekend: 4 Hours per day

Weekday: 2 Hours per day

## Curriculum:

### Module 1: What is Process?

This module will help you to understand the definition of Process, difference between Process Work, Activity and Task. Below topics are covered in this module:

- Ideal Definition of Process
  - Practical and Visual Definition of Process
  - Process vs Work vs Activity vs Task
  - What is Value Added Activity
- 

### Module 2: What is Process Mapping?

This module will help you to understand what is Mapping, how to Map a Process and types of Map. Below topics are covered in this module:

- Process Map and Process Mapping Defined
  - Benefits of Process Mapping
  - Types of Map in Business Process Improvement
- 

### Module 3: What are types of Business Processes?

This module will help you to understand different types of Processes in Business. Below topics are covered in this module:

- Different Types of Business Processes
  - Management, Core and Support Processes
  - What is a Process?
- 

### Module 4: What is Process Hierarchy?

This module will help you to understand about Process Hierarchy, different levels and their purposes with examples. Below topics are covered in this module:

- What is Process Hierarchy?
- Level 1 to Level 5 Processes and Their Purpose
- Examples of Level 1 to 5 Processes
- How to decide no. of levels and Approach to Process Mapping
- Process vs Function

## Module 5: What is Process Taxonomy?

This module will help you to understand about Process Taxonomy and its benefits. Below topics are covered in this module:

- Definition of Process Taxonomy
  - Benefits and additional Examples of Process Taxonomy
- 

## Module 6: Process Mapping Life Cycle

This module will help you to understand different stages in Lifecycle of Process Mapping and difference between Process Improvement and Mapping Lifecycle. Below topics are covered in this module:

- Four Stages of Process Mapping Lifecycle
  - Process Improvement vs Process Mapping Lifecycle
- 

## Module 7: Process Mapping Symbols & Template

This module will help you to understand about different Mapping Symbols in process and Template. Below topics are covered in this module:

- Minimum Symbols to Map a Process
  - Basic Symbols Required to Map Any Process
  - Process Mapping Template
- 

## Module 8: Map As-Is Process

This module will help you to understand how to Map As-Is Process, setup and different stages. Below topics are covered in this module:

- Nine Steps to Map As-Is Process
  - Setup & Kick-off
  - Identify Processes
  - Select the Process
  - Define the Process
  - Map Primary Process and Activity
  - Map Alternate Paths
  - Map Inspection Points
  - Verify and Validate Process Map
  - Obtain Sign-off and Archive Process Map
-

## Module 9: Analyze Process Gap and Identify Opportunity

This module will help you to understand how to analyze gaps in Process and identifying opportunities. Below topics are covered in this module:

- Basics of Analyzing Process Gaps
  - ESCAP-R Funnel
  - Details of Each of ESCAP-R Funnel
- 

## Module 10: Map To-Be Process

This module will help you to understand how to improve current process to better allocate the new resources using Map To-be process. Below topics are covered in this module:

- Guideline to Map To-Be Process
- 

## Module 11: Implement Improvement Projects

This module will give the Guideline for implementing process Improvement Project. Below topics are covered in this module:

- Guideline To Implement Process Improvement Projects
- 

## Module 12: Process Mapping Techniques

This module will help you to understand techniques to gather data for process mapping, analysis and improvement. Below topics are covered in this module:

- Data Gathering Techniques in Process Mapping
- Process Analysis and Improvement Techniques