# Business Process Changes Description

Project teams and change initiatives should agree on the business processes that are part of the project's scope. This helps the project team understand what area of the value stream is changing and becomes an important organizing principle when delivering training.

* In a system integration project, like SAP or NetSuite, the software vendor should have a standard set of business processes to use as a starting point
* If your project has not defined a high-level business process, try to align on a value stream. Consult the APQC's [Process Classification Framework(PCF)](https://www.apqc.org/process-performance-management/process-frameworks) as a starting point.

The example document shows the presentation used to review the business process changes, including:

* Current state vs. future state comparison
* Summary of changes/gaps – prioritized by the degree of change (high, medium, low)
* Impacted roles

The template provides background information related to business processes that lead up to the conversation about process changes or gaps.

* Slide 3 – shows how business processes are used within the project team, as well as change management
* Slide 4 – describes how a project team can align on business processes
* Slide 5 – shows an example of a business process inventory
* Slide 6 – shows an example of a high-level business process flow
* Slide 7 – shows the table of contents for a business process document (BPD), which contains essential details about the project -and eventually, the proposed changes.

# Instructions

1. Review the Business Process Alignment Template as well as the Business Process Gaps Example.
2. Work with the project leadership to determine the level of detail the project will use to document business process changes.
   1. If a business process outline or value stream analysis exists, use that to anchor the discussion on changes/gaps and impacts to stakeholders.
   2. If none exists, determine what elements of the Business Process Alignment template, you might want to have in place before documenting changes/gaps and impacts to stakeholders.