

Appendix 2: Using Bizagi to assemble the information that has been provided into a Process Map

Requirements

To map business process you need the following:

- Chose a modelling language i.e. Business Process Model and Notation (BPMN)
- Choose a modelling tool i.e. Bizagi
- Install the modelling tool, in this case Bizagi
- To explain how you can easily map your processes, we will use a CRVS Death Registration in the Community.

Step 1: Name your pool.

- The following are the steps to be carried out in the Process:
- As soon as you open the Modeler a Pool will be ready for you to start diagramming.
- It is usually the name of the process you are about to diagram.
- To change the name of the Pool double-click on it, press F2, or right-click on it, and then select Edit text from the display menu.

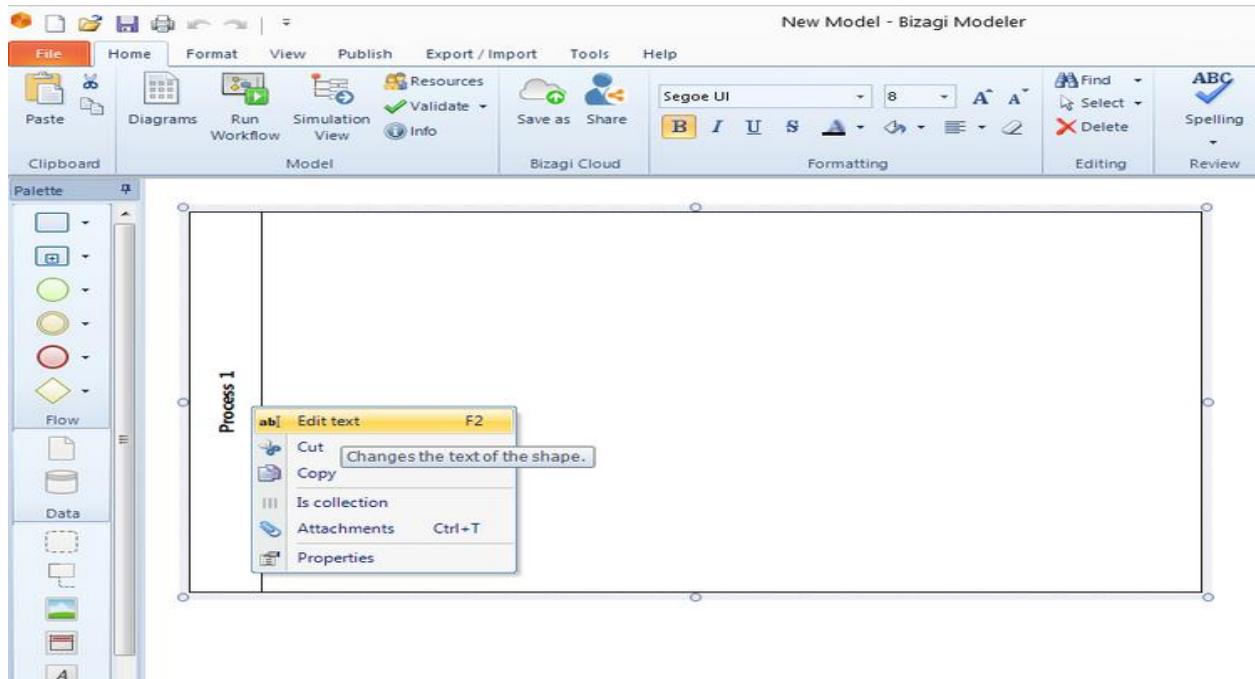


Figure 1: Naming a Business Process

Step 2: Add a Lane to include Actors in your process.

❑ Drag and drop a lane, for each participant, from the Palette. In our example, we will select five lanes:

- One for the Family or Declarant,
- One for the Village Executive Officer (VEO),
- One for Police
- One for Health Facility
- One for the Village Executive Officer (VEO),
- One for District Administrative Secretary (DAS),
- One for RITA HQ

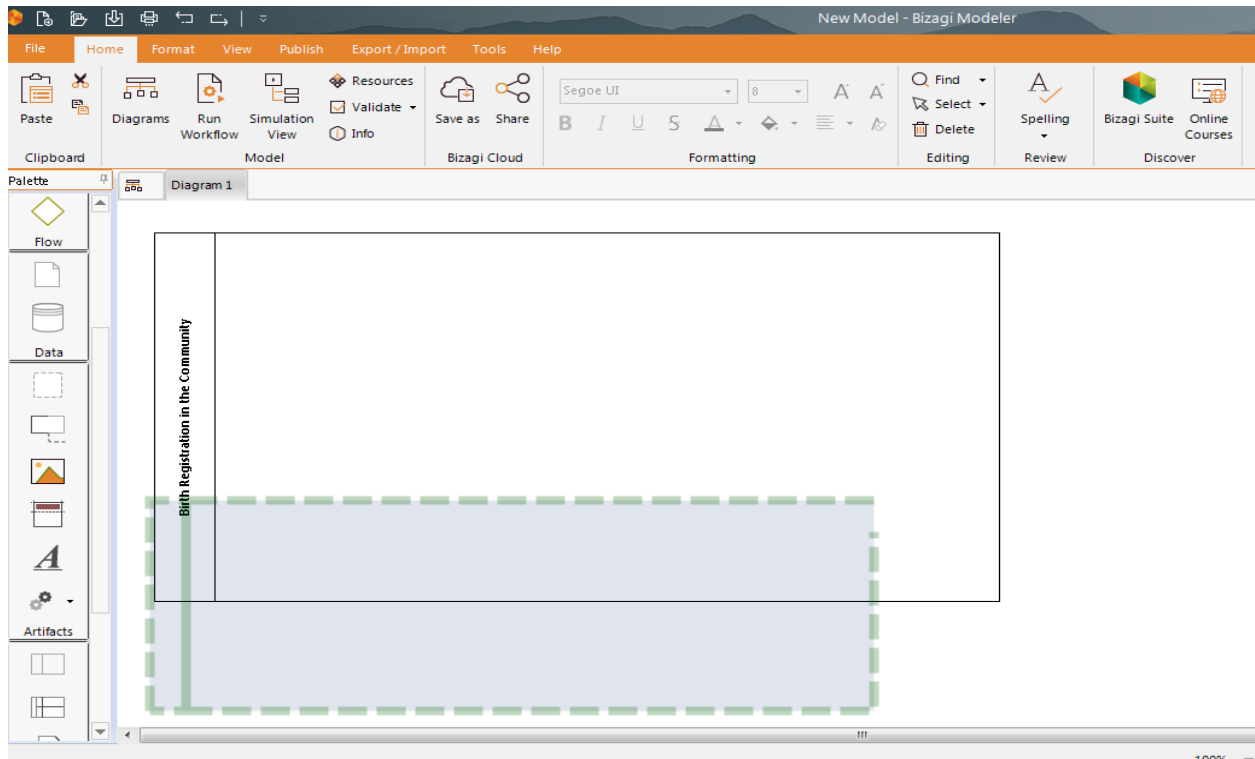


Figure 2: Adding Lanes for Actors

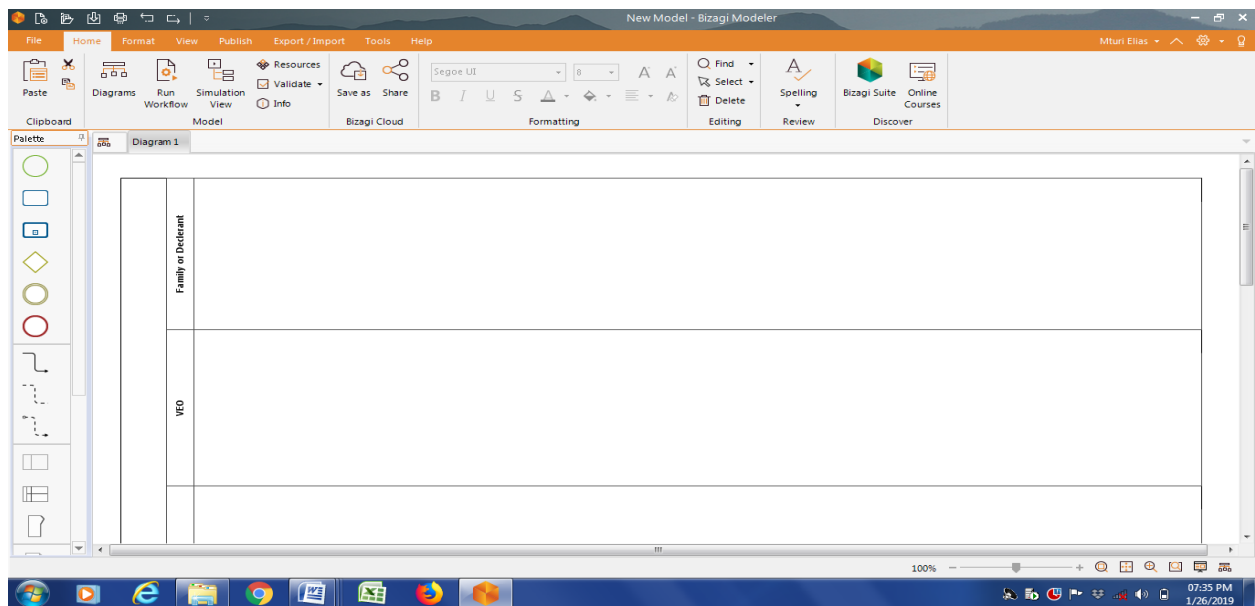


Figure 3: Process Map with Lanes for All Actors

Step 3: Include a start point in your process.

- Drag and drop a Start event from the Palette
- This is an event that trigger the start of the process for Death Registration in the Community,
- In this is the event is “Death Registration in the Community”

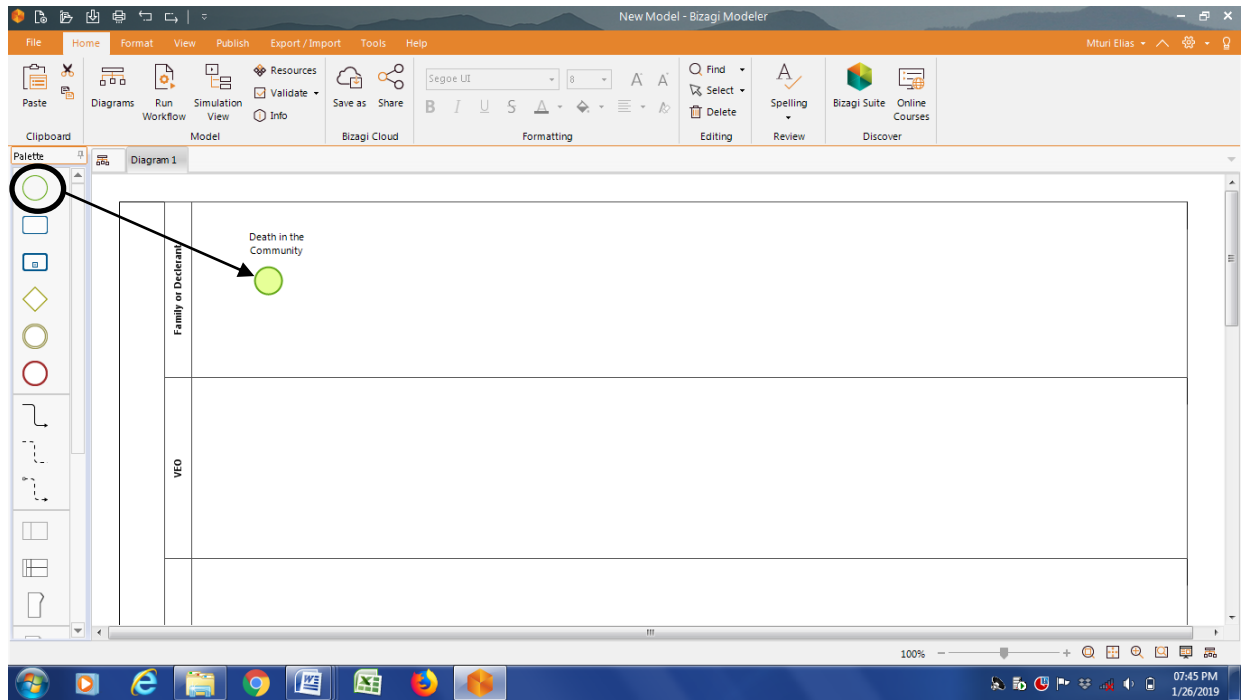


Figure 4: Introduction of Start Event in the Process Map

Step 4: Select the next element and drag and drop where you wish to locate it.

- In this example select the Exclusive Gateway for a decision whether the Family/Declarant decide to declare the Death or not.

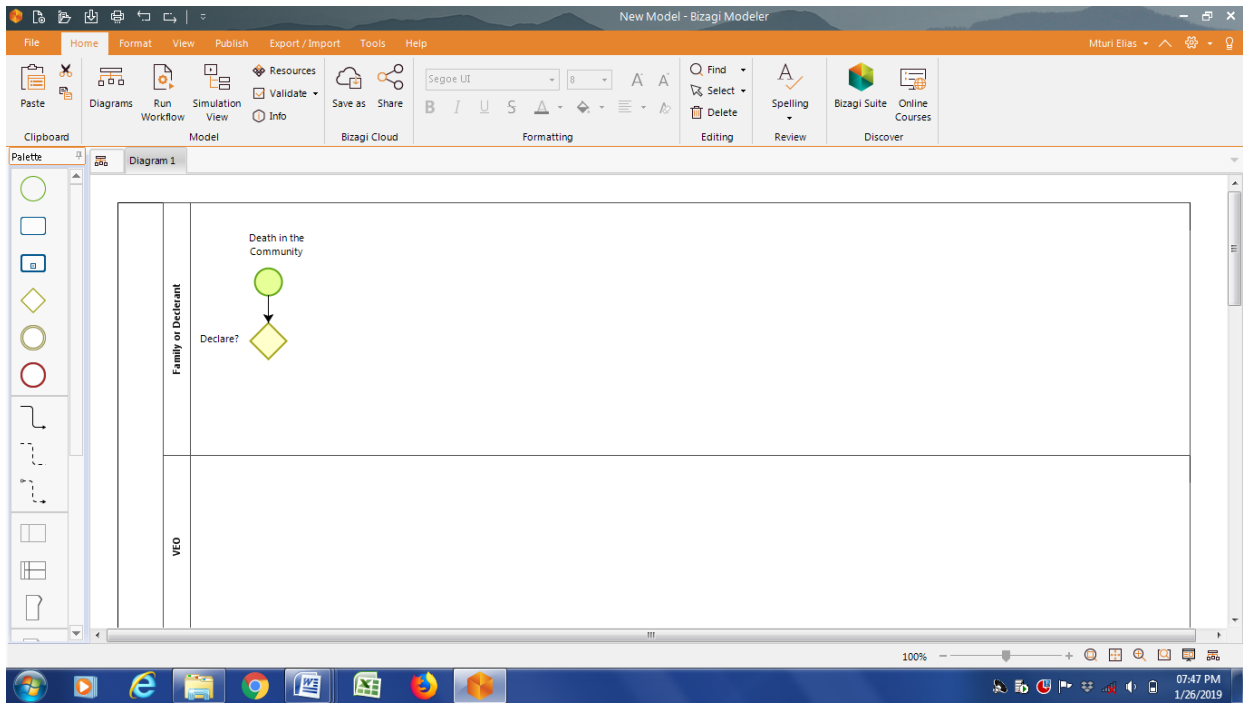
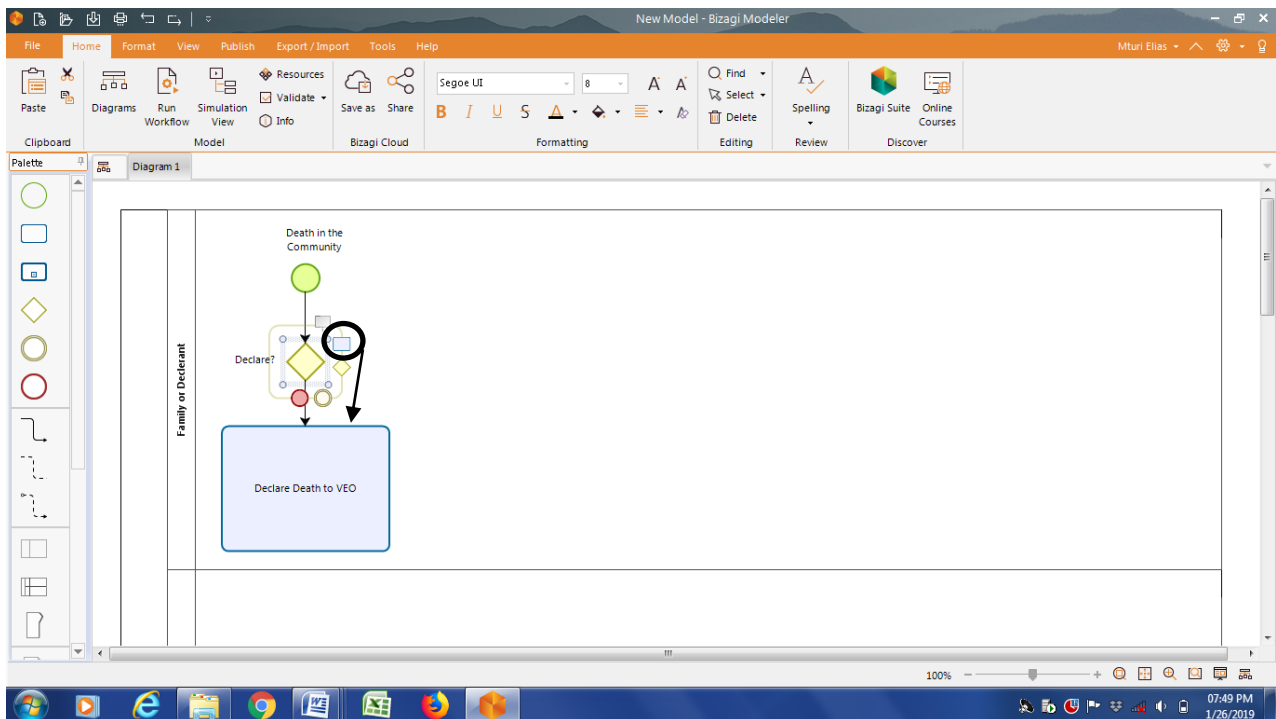


Figure 5: Adding a New Process Element

- Continue diagramming your process using the Pie Menu. Select the next element and drag and drop where you wish to locate it.

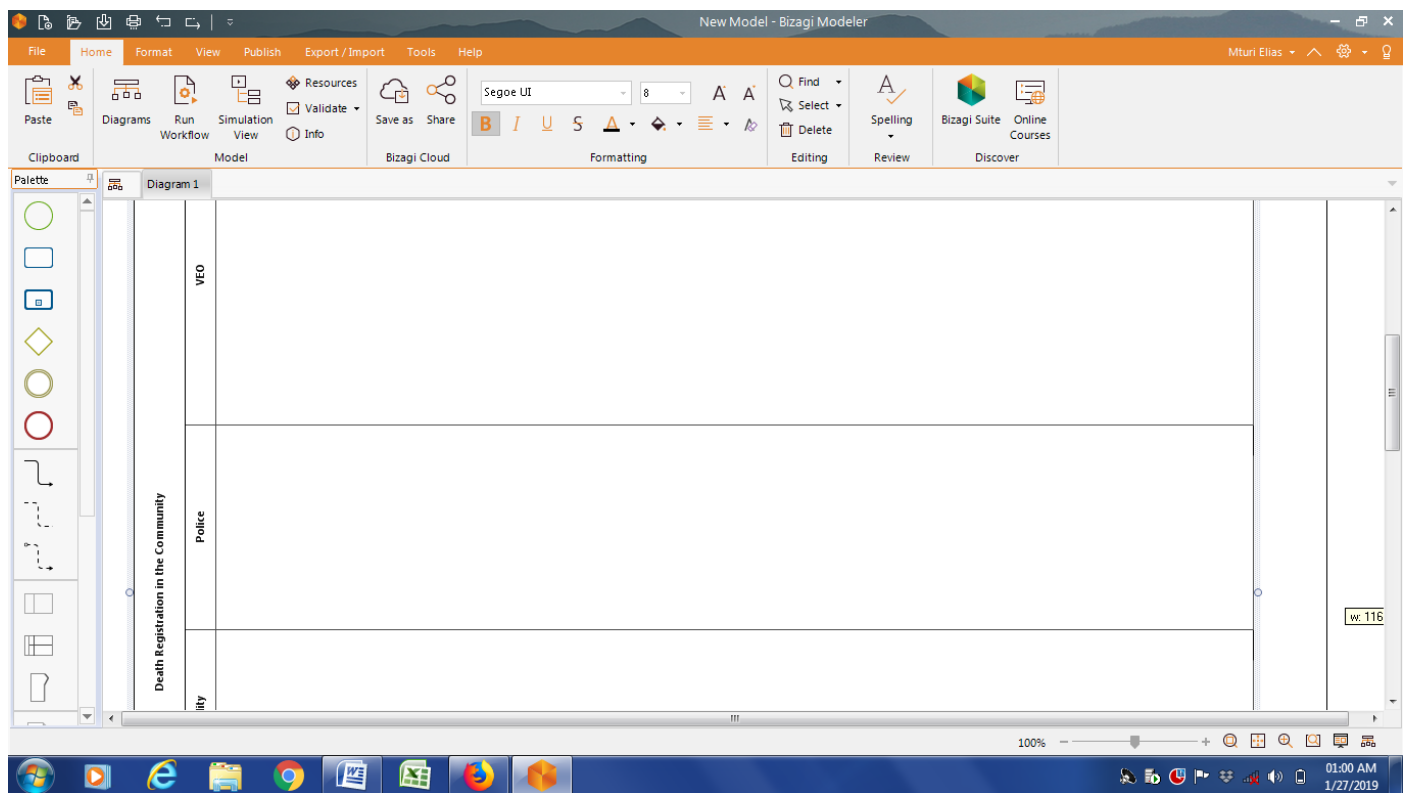


Step 5: In order to connect two diagram elements in a sequence flow.

- In order to connect two diagram elements in a sequence flow, select an object from the Pie Menu and drag it to the second diagram element. They will automatically be connected.
- Continue selecting the required shapes until your diagram is complete.

Step 6: To resize the pool

- To resize the pool, select and drag the appropriate corner of the border.



- The following image displays the basic diagram of the Death Registration (in the Community) process.

Tanzania (As-Is) Death Registration in the Community (Level 1)

