

<b>IMT Standards</b>  <b>IMT Standards Oversight Committee</b> <b>Government of Alberta</b>	<b>Effective Date: 2019-04-30</b> <b>Scheduled Review: 2020-04-30</b> <b>Last Reviewed: 2019-03-01</b>
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<b>Standard number: A000092</b>	
<b>Business Process Modelling</b>	
<b>Category: Enterprise Architecture</b> <b>Keywords: Business Process, Process Modelling, Models, Notation, BPM, BPMN</b>	

### Description of Standard

This standard describes the approach that departments of the Government of Alberta (GoA) must follow to model business processes where these models are intended to be long-lived assets of the GoA.

This standard provides a consistent and coherent modelling approach for GoA's business processes. It bridges business process design and process implementation and allows departments to share models, re-use models, connect processes to other business processes, and identify process improvements; reduces the total effort required to produce, consume or maintain a business process model; and ensures that models are sufficiently descriptive of processes to support decision-making regarding and automation of the processes while remaining consumable by all process stakeholders.

This standard:

- Provides the notation, attributes, and naming convention requirements for business process modelling;
- Describes the business process hierarchy/decomposition method and tools used in business process modelling; and
- Lists the supporting documentation that must accompany business process models.

### Terms

**Business Process**<sup>1</sup> - A defined set of business activities that represent the steps required to achieve a business objective. It includes the flow and use of information and resources. A single business process produces a single, specific result and executing a single instance of the process produces a single instance of the result.

<sup>1</sup> Object Management Group Business Process Model and Notation, [BPMN version 2.0](#), Glossary.

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**Business Process Diagram** – A graphical representation of a business process that visually describes the sequential flow between interrelated business activities. It may include the organizational location of each business activity and the varying resources used within the business process. A diagram is distinguished from a model by a lack of key metadata that would enable the model's reader / user to perform analysis tasks. Diagrams are typically used for informal purposes and are not generally used as long-lived assets.

**Business Process Model** – A graphical representation of a business process that includes annotated flows and all associated metadata required to enable its use for process assessment and analysis.

**Business Process Modelling (BPM)** – A formal approach to creating models of business processes in order to perform process assessment and analysis and to improve understanding of the process.

## Standard Specification

This standard consists of two documents, namely the Business Process Modelling Standard and the Business Process Modelling Implementation Guide. The standard specification is accompanied by a BPMN 2.0 Template for Visio and a GoA BPMN 2.0 Poster. The template and poster have been created to assist modellers in complying with the standard.

The Business Process Modelling Implementation Guide contains the following sections:

- Notation

The GoA has adopted the Business Process Model and Notation (BPMN) version 2.0<sup>2</sup> as the notation standard for GoA's business process modelling.

Refer to "*BPMN 2.0 Specification*" in the supporting documentation of this standard for the complete notation standard applicable to GoA.

- Business Process Hierarchy/Decomposition
- Attributes
- Naming of Processes and Process Model Elements
- Business Process Modelling Tools

The "*Business Process Modelling Implementation Guide*" in the supporting documentation provides further description of the standard implementation requirements. In addition, some best practices are also included in the guide. Compliance to these best practices is recommended as they enhance the value of the business models.

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<sup>2</sup> OMG BPMN 2.0.1 is identical to ISO/IEC 19510:2013.

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## Where to Apply This Standard

This standard applies to all the departments within the GoA.

This standard applies to process models that are intended to be long-lived assets of the GoA that have an IMT use or consideration. A long-lived asset is any process model or diagram that is intended to be used as a formal document and/or used for future reference. New business process models and enhancements to existing models must comply with the Business Process Modelling standard.

The standard does not apply to informal models or models created as temporary work products; however, it is recommended that process modellers consider applying the standard even to informal or temporary models in order to reduce effort in communication and review, and in re-work in cases where an informal or temporary model becomes an asset of the GoA.

## Authority and Exceptions

Internal Use Only

## Supporting Documentation

1. BPMN 2.0 Specification
2. Business Process Modelling Implementation Guide
3. BPMN 2.0 Template for Visio
4. GoA BPMN 2.0 Poster
5. GoA Sector, Department, and Entity Code standard  
<https://imtpolicy.sp.alberta.ca/standards/Pages/GoA-Sector-Department-and-Entity-Code.aspx>
6. GoA Data Exchange Standard – Date, Time, and Date and Time standard  
<https://imtpolicy.sp.alberta.ca/standards/Pages/Data-Exchange-Standard-Date,-Time,-and-Date-and-Time.aspx>

## Owner

Service Alberta, OCCIO, Strategy & Governance Branch, Enterprise Architecture

## Contact

GoA IMT Standards at [Imt.standards@gov.ab.ca](mailto:Imt.standards@gov.ab.ca)

**Additional Information**

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**Appendix A**

<b>Types of Standards</b>	<b>Description</b>
<b>Technical Standard</b>	These are detailed, unique standards that have developed in response to government IMT policies. Technical standards are intended to be replicable, transferable, and adaptable across ministries and other government agencies. Examples of these could include address data standards or specifications for a single identifier for transacting with government electronically.
<b>Product Standard</b>	An IMT product or specific technology oriented standard that facilitates the task of planning for enhancements and acquisitions within the government's broad information systems environment. As a definitive list of the numerous technologies either employed or under evaluation by Workplace Technology Services, product standards are critical in establishing conformity, interoperability and interchange-ability. Examples of these could include a government-wide standard for document, record management and database, and the list of core products for government workstations.
<b>Process Standard</b>	An established, mandatory business practice that supports IMT projects and existing systems to improve the outcome, diminish risks, and increase reliability. Examples could include business continuity planning processes, threat risk assessment processes, etc.
<b>Reference Standard</b>	An IMT industry standard (either a national or international formal or de facto standard) that has been adopted for use by the Province of Alberta. A Reference Standard may be adopted either as stand-alone or as a precursor to a customized standard or policy document. Examples could include the 1024 bit RSA standard for public key encryption.