

CHEAT SHEET

# Process checklist for ARIS



# How

Start with a well-thought-out name when creating a new process.

not your department.

process?

Who is the process intended for and what does the target group expect?

#### How

Fill the "Description/ Definition" attribute of the process.

Who takes care of it and makes sure that it remains up to date?

#### How

Select an ARIS user for the "Person responsible" attribute of the process.

makes decisions? Who is the contact person and when for each step?

## How

Define responsible roles, persons, organizational units etc. as objects in the RACI area of the activity properties.

Which IT system should be used?

## How

Maintain systems, inputs, outputs, documents etc. as objects in the properties of each activity, or model them directly in the diagram.

be and how can we counteract?

#### How

Maintain risks as objects in the properties of activities and assess them using the attribute "Criticality." Define controls for each risk.

achieving our goals and meeting customer expectations? How to measure?

# How

Define relevant KPIs as objects and integrate them into the process. Measure them with process mining and visualize with dashboards.

# Take the next steps

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