Guidelines for Business Process Modeling

The following sections describe general guidelines for business process modeling. The sections also refer to the usage of ARIS and for example the implementation of horizontal and vertical navigation through the process landscape and hierarchy.

**Abbreviations**

Use common used abbreviations if they become necessary. The useable character length is limited to char75 for the synchronization with SAP Solution Manager. Use meaningful abbreviations in this case if the maximum character length should not be sufficient.

**Structuring of process models**

Business information is split up according to the process hierarchy models on different process levels. A forward-navigation between process models both in the process hierarchy as well as on the same process level is necessary to ensure the easy reading of well-structured process models. Assignments and process interfaces are the means to connect process models.

- Structuring of process models

**Business content in Value-added Chain Diagrams (VCD)**

VCDs are used to describe the business high-level and thereby showing the scope and basic structure of the process space. Both the general structure of a business as well as the sequential flow of processes within process chains can be shown on a process level with this model type.

- Business content in Value-added Chain Diagrams (VCD)

**Business content in Event-driven Process Chains (EPC)**

EPC models are used to model the process flow. Only those information should be modeled which are really necessary to explain the business reality. The modeled content should be clear and easy-to-read. It is recommended to have therefore in general a maximum 10 functions in one model. Business rules shall not be modeled directly into EPC models. A description of the business rules can be provided in the attributes of the process model or the concerned function if necessary.

- Business content in Event-driven Process Chains (EPC)