



How to Develop As-Is and To-Be Business Process?

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One effective technique for transforming vision into results is to develop and populate an As-Is and To-Be BPMN diagrams. The As-Is diagram describes the present state of the organization's process, culture, and capabilities. The To-Be diagram describes the future state; in other words, how the organization's process, culture, and capabilities will appear in the future. This studying of As-is and To-be process results in identifying the difference between the current and target business state, known as gap, which is an important part of any [business process reengineering/improvement](#) initiative.

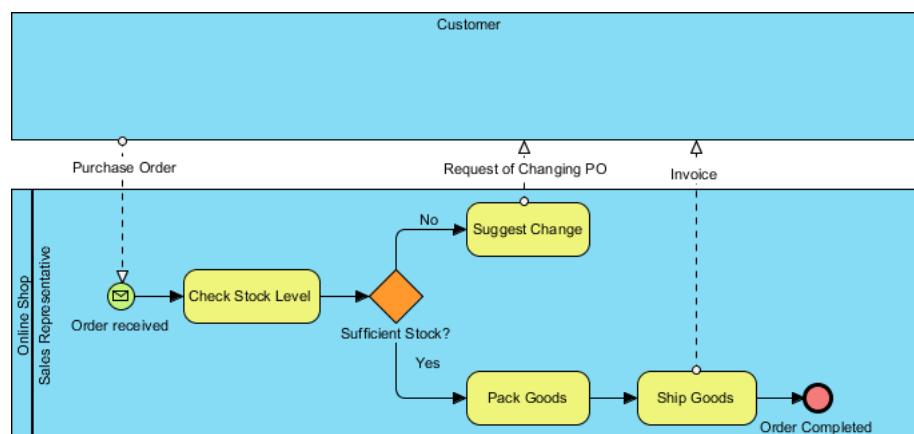
The main purpose of an as-is diagram needs to work out where improvements are needed and what is the starting point for change. On the other hand, to-be diagram requires business analysts to be creative in solving problems and designing processes to achieve business outcomes, often only based on imperfect information about what the organization actually wishes to accomplish.

Software tool we'll be using

In this tutorial, we will be using [Visual Paradigm](#) to create BPMN-compliant [business process diagrams](#). It provides a robust means to capture the current business process, design enhancement and identify the enhancement between the current and enhanced processes.

Capture the Current Process in As-is Process

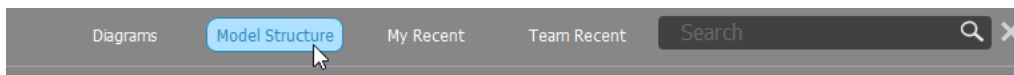
The example that we are going to demonstrate is about an online shop that sells goods. The process begins with the sales representative receives a purchase order from a customer and proceeds to check the stock level. If there is enough stock on hand to meet with the order, the sales representative will pack them. The process ends with shipping them along with an invoice. In case of insufficient stock, the sales representative will suggest the customer to amend the purchase order.



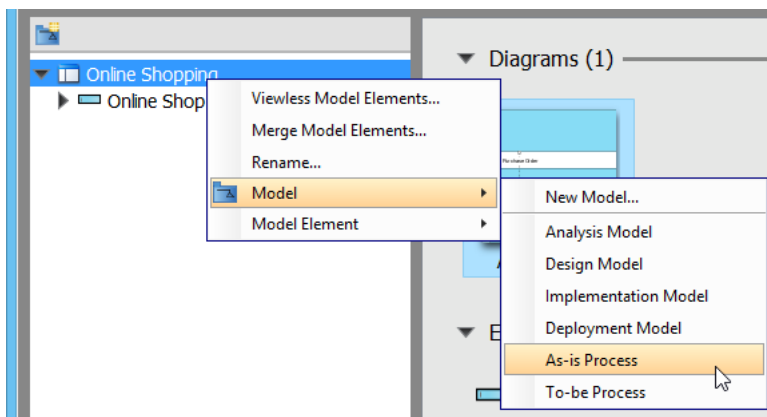
We are not going to walk through how to draw business process diagrams using Business Process Modeling Notation (BPMN) here, as we have [another tutorial](#) that covers this. We also include a tutorial video called [Introduction to BPMN - Swimlanes](#) here for you as well.

Once the business process of your existing operation has been created, you can then derive the to-be process model by considering and projecting the necessary improvements or changes needed to be made based on the existing to-be process. Walk through the steps in this tutorial to see how things work.

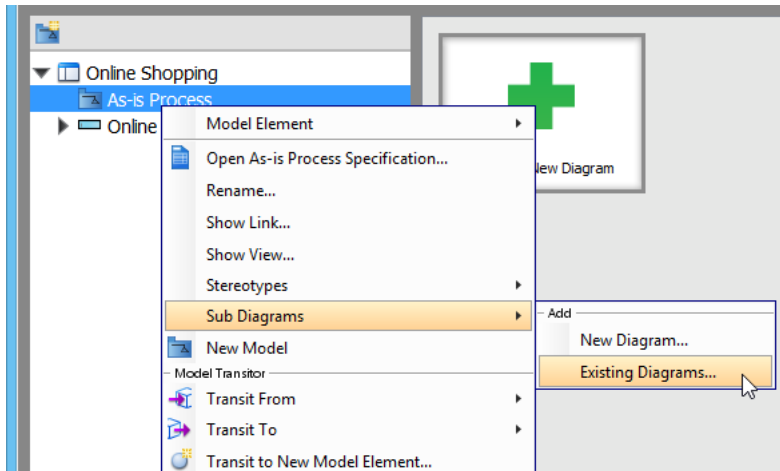
1. Download [Online-Shopping.vpp](#). You can also find this file at the bottom of this tutorial.
2. Open the downloaded .vpp file in Visual Paradigm. To open a project, select **Project > Open** from the application toolbar.
3. Open the **Project Browser** by selecting **View > Project Browser** from the application toolbar.
4. Open the **Model Structure** tab.



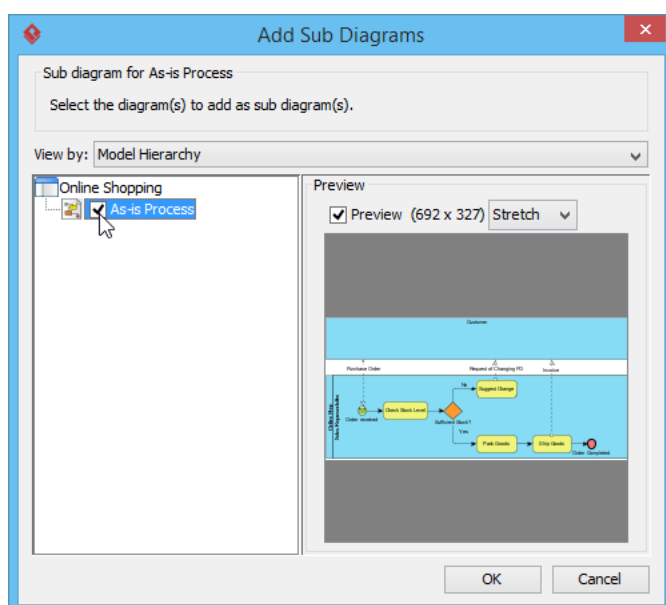
5. Right-click on project root node in the tree on the left hand side and select **Model > As-is Process** from the popup menu.



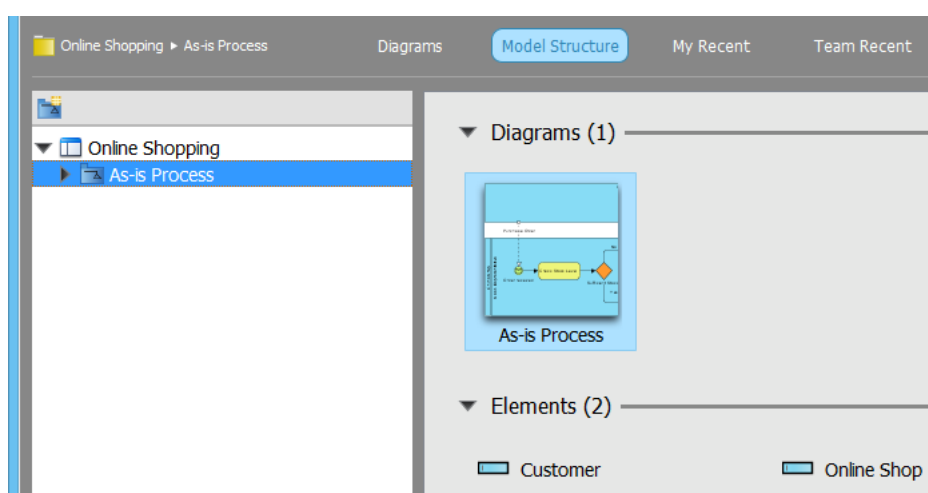
6. Right-click **As-is Process** and select **Sub Diagrams > Existing Diagrams...** from the popup menu.



7. In the **Add Sub Diagram** window, select the only business process diagram and click **OK**.



Now your existing process is being contained under the as-is Process model.



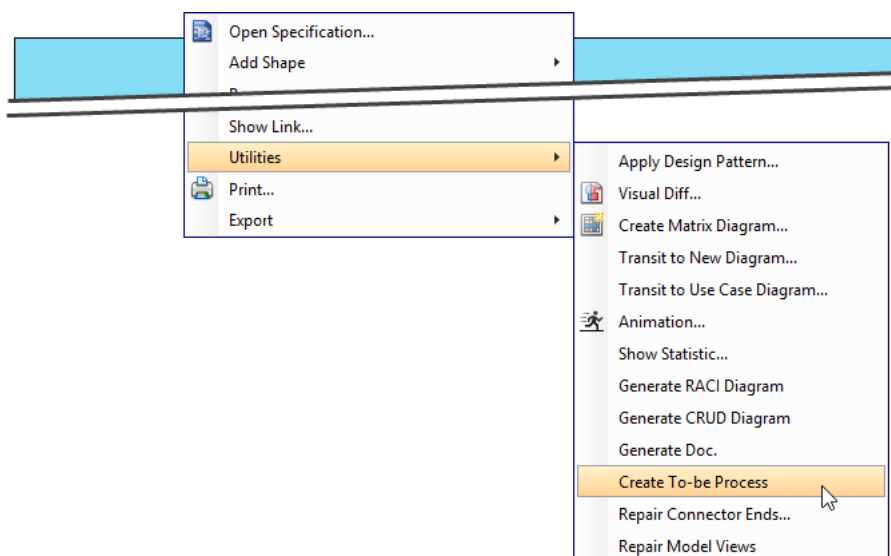
Re-design to Enhance the Current Process in To-be Process

Let's just say that our business has grown so much that we now have a warehouse to keep our stocks. So we are looking for ways to improve our current (as-is) process to better allocate the new resources. Furthermore, we will show an example of modeling the enhancement below in a to-be process diagram.

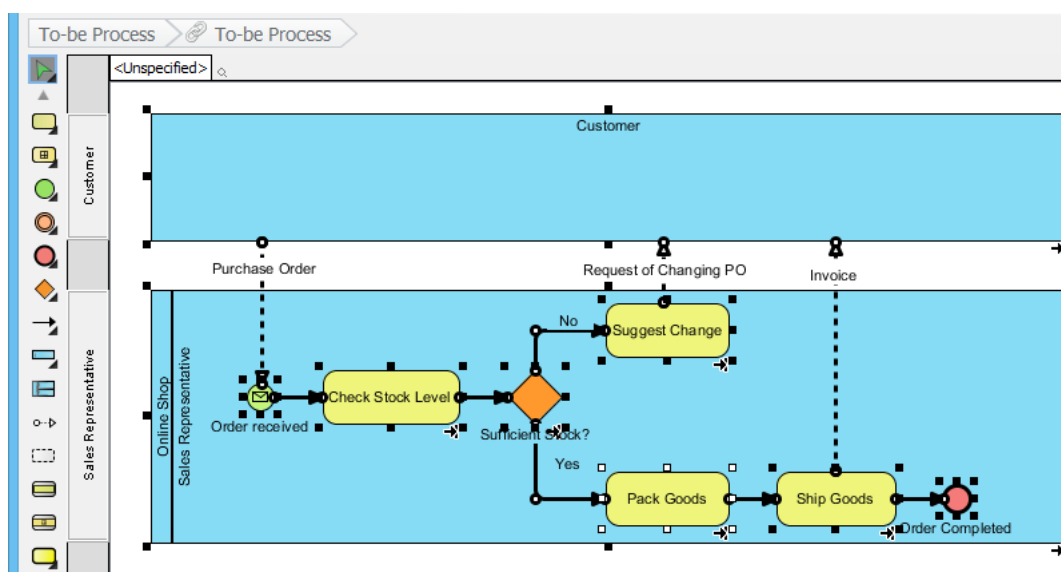
1. Open the business process diagram by double clicking on its thumbnail in **Project Browser**

2. Create a to-be process diagram from the current process diagram. Right-click on any white space in the background of the as-is process diagram and select **Utilities > Create To-be Process**.

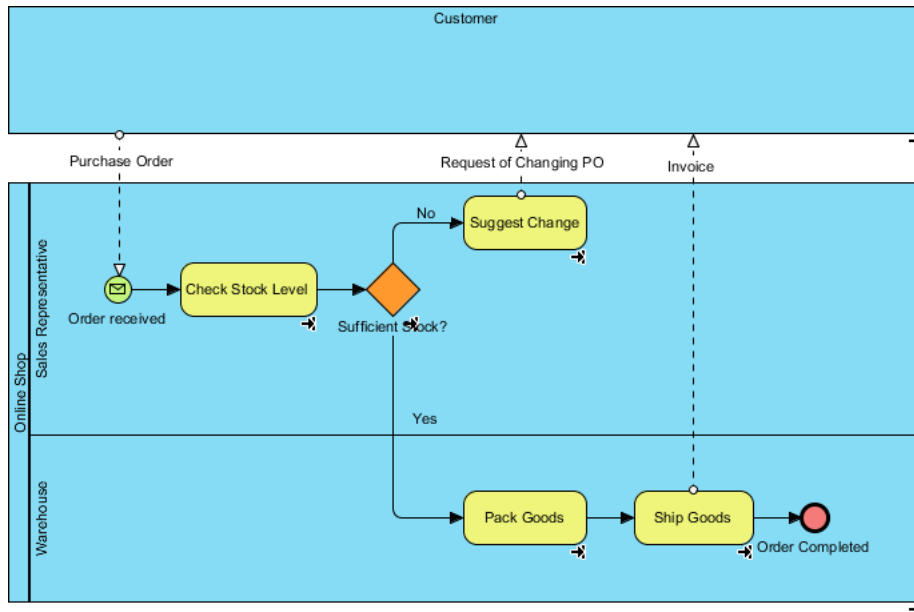
You'll see that a new diagram is created containing the to-be process.



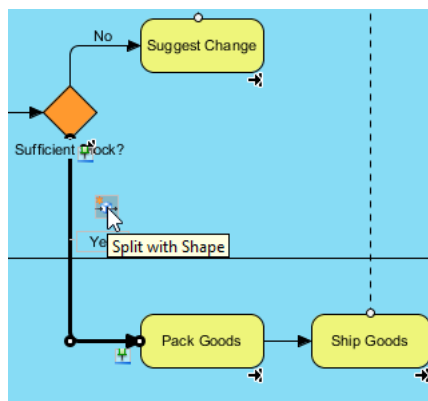
Note: Initially, all model elements are selected in the new diagram. To deselect, click any white space in the background.



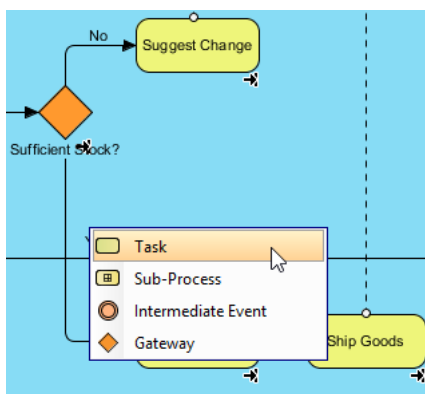
3. Add a lane to *Online Shop*. Name it *Warehouse*. In the *Sales Representative* lane, select *Pack Goods*, *Ship Goods* and *Order completed* and drag them to the *Warehouse* lane. Your diagram should look like the one below.



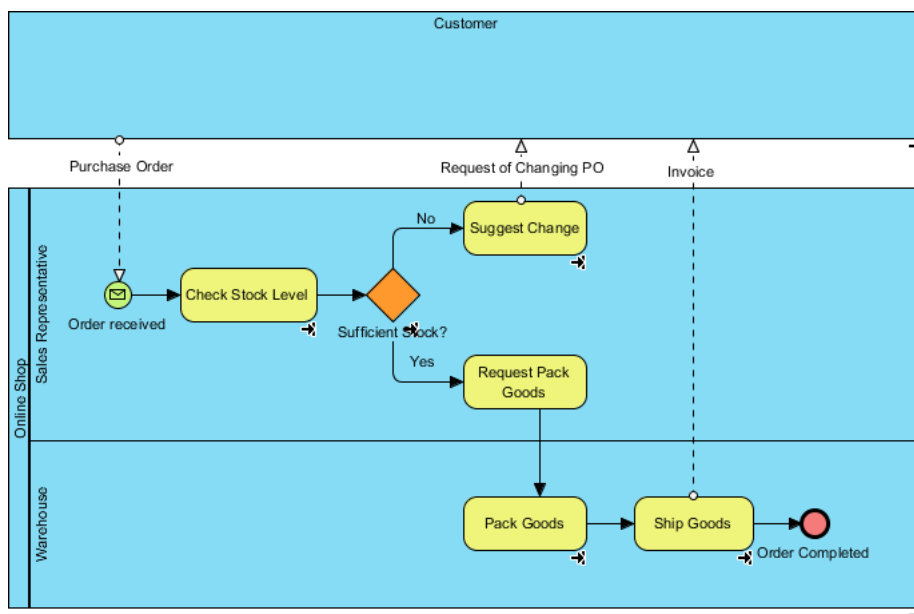
4. We are going to insert a task between *Sufficient Stock?* and *Pack Goods*. Place your mouse pointer over the *Yes* flow coming from *Sufficient Stock?* and then click on the resource button **Split with Shape**.



- Select **Task** from the popup menu.



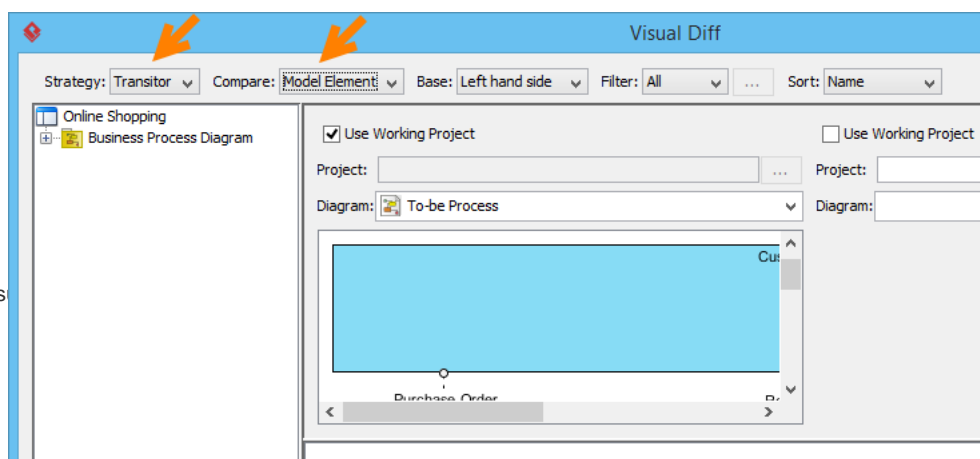
Name the new task *Request Pack Goods*. The completed to-be process diagram should look like something like this.



Compare Changes in As-is Process and To-be Process

To compare the differences between two diagrams visually, we can make use of a function called **Visual Diff**.

- Select **Modeling > Visual Diff...** from the application toolbar.
- In the **Visual Diff** window opened, select **Transitor** for **Strategy**. For **Compare**, select **Model Element** to be the level to compare our diagrams.





[Visual Paradigm home page](https://www.visual-paradigm.com/)
(<https://www.visual-paradigm.com/>)

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