

CHECKLIST: HUMAN-CENTRIC BPM TOOL

When choosing a human-centric BPM tool, it's crucial to consider several key factors. This checklist outlines essential features, but remember, each organization must prioritize based on its unique needs and objectives.

SIMPLICITY AND INTUITIVENESS

The tool should be easy to use and intuitive. It should be designed with employees in mind, not just experts.

COMMON UNDERSTANDING OF A PROCESS

The tool should help create a common understanding or picture of a process and use this throughout the different phases of the New Process lifecycle.

SUPPORT FOR SIMPLIFIED MODELING NOTATIONS

The tool should support simplified modeling notations to make it understandable for all employees.

COLLABORATION AND FEEDBACK

The tool should promote collaboration and facilitate the exchange of feedback. It should also show who the architect of a process is to facilitate dialogue and feedback.

FEATURES TO ENGAGE AND EXCITE EMPLOYEES

The tool should offer features that engage and excite employees, such as role assignment, feedback, process liking, and gamification aspects.

FUTURE-PROOF

The tool should be future-proof, offering possibilities for automation, digitalization, process mining, process simulation, and AI.
