

## **Module 3.1 – BPA**

# **Defining the Scope of a BPA Project**

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# How to conduct a BPA Project in 3 Main Phases.

- I. **Scope setting/Planning** – Specify a scope of processes to be analyzed
  - ▶ e.g. import and/or export processes of a specified product, through a certain mode of transportation (trucks, trains, ships or airplanes)...
  - ▶ e.g. planning staffs, tasks, time schedule, other resources to conduct this BPA project, .....
- II. **Data collection and process documentation** – Acquire information and document a sequence of steps in actual practices & their attributes, e.g.
  - ▶ Who involved (stakeholders/actors)
  - ▶ Procedures and documents required (input to/output forms)
  - ▶ Related rules and regulations
  - ▶ Quantitative indicators, eg. no.of steps, time, cost, time, distance, ...
- III. **Process analysis** – Locate bottlenecks, examine what causes them, and develop measurable and quantitative process indicators (e.g. the number of steps, time and costs required to fulfill those processes)  
**Recommendation development** – Determine how to eliminate each bottleneck, propose and prioritize improvement actions

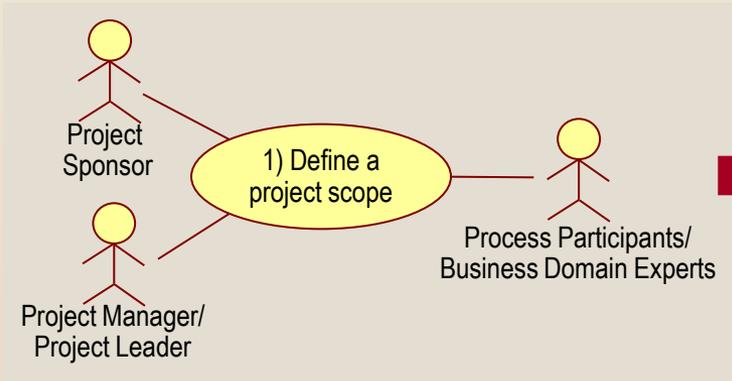
# Objective of this module

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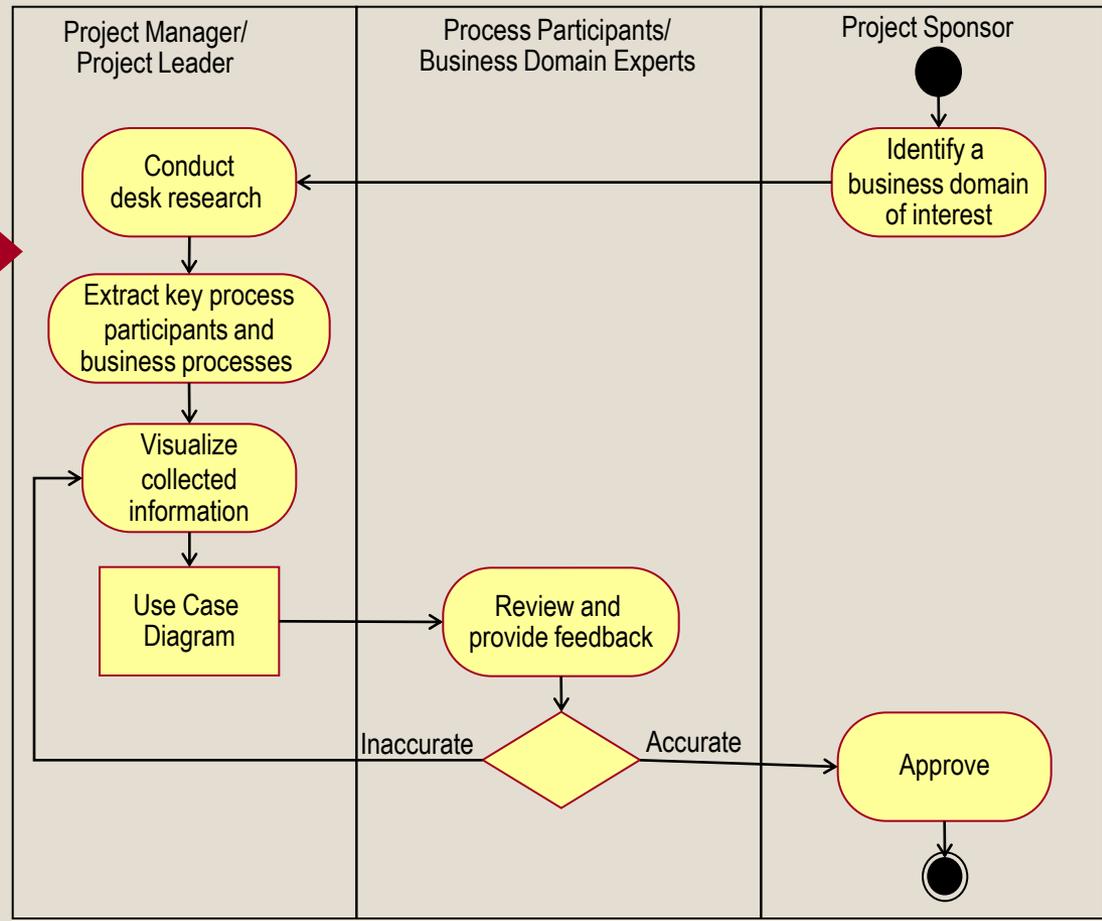
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- ❖ To discuss tips and techniques on how to scope a BPA project, and if time permitted,
  - ▶ To discuss as an exercise on scoping a **BPA project**
  - ▶ And making it more precise by trying to **draw a Use Case Diagram, e.g.**
    - ✓ Identifying **Actors**
    - ✓ Identifying **High-level/Main Procedures**
    - ✓ Identifying **Relationships** between Actors & Main Procedures

# Defining the Scope of a BPA Project



**Objective – To establish a frame of reference for detailed business process modeling work**



# Scope of a BPA Project

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## **Business domain of interest**

- ❖ Within an organization e.g., procedures and document transactio within a particular Government Department
- ❖ Across organizations e.g., Customs clearance, and also Issuance and Checking of Permit for exporting Rice.

## **Coverage**

- ❖ The stage of the international supply chain under investigation i.e., “Buy”, “Ship”, or “Pay”
- ❖ The environment and conditions in which the business domain of interest operates such as mode of transport, term of delivery, term of payment, country of destination, country of origin (given that regulatory requirements vary from one country to another)

## **Strategic importance**

- ❖ Public sentiment
- ❖ Legislative priorities
- ❖ Economic rationale e.g., strategic export product, perceived threats in the international trade

# Tips

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## ❖ Be precise on the scope of the BPA

- ▶ Specify the environment and conditions in which the business domain of interest operates at the early phase of the BPA project

## ❖ Set the scope from the project beneficiary's perspective

- ▶ With limited resources, detailed modeling and analysis of business process for exporting one product is not possible. In this case, the project emphasis should be oriented towards project beneficiary.
  - ✓ If the beneficiary is an exporter, the emphasis is on what the exporter has to do in order to ship the cargo to the destination country.
  - ✓ If the beneficiary is a carrier, the emphasis is on what the carrier has to do in order to leave the port of departure.

## ❖ Break the project into sub-projects if the scope is relatively large

- ▶ E.g., if the project requires the analysis of business process for exporting 10 country's strategic products, break the project into 10 sub-projects and define the project scope for each of them

# Drawing a Use Case Diagram (I)

## - Concentrating on WHAT -

Based on the outcome of desk research,

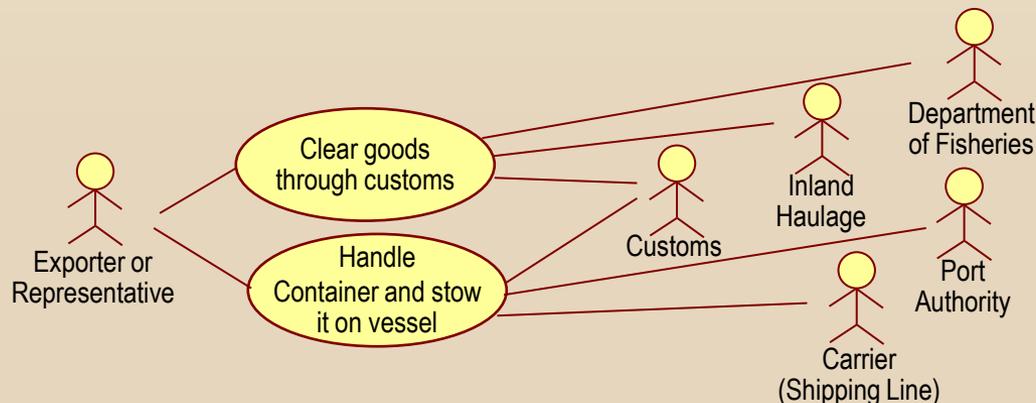
- ❖ Identify key business processes and name it using a descriptive verb phrase



- ❖ Identify stakeholders

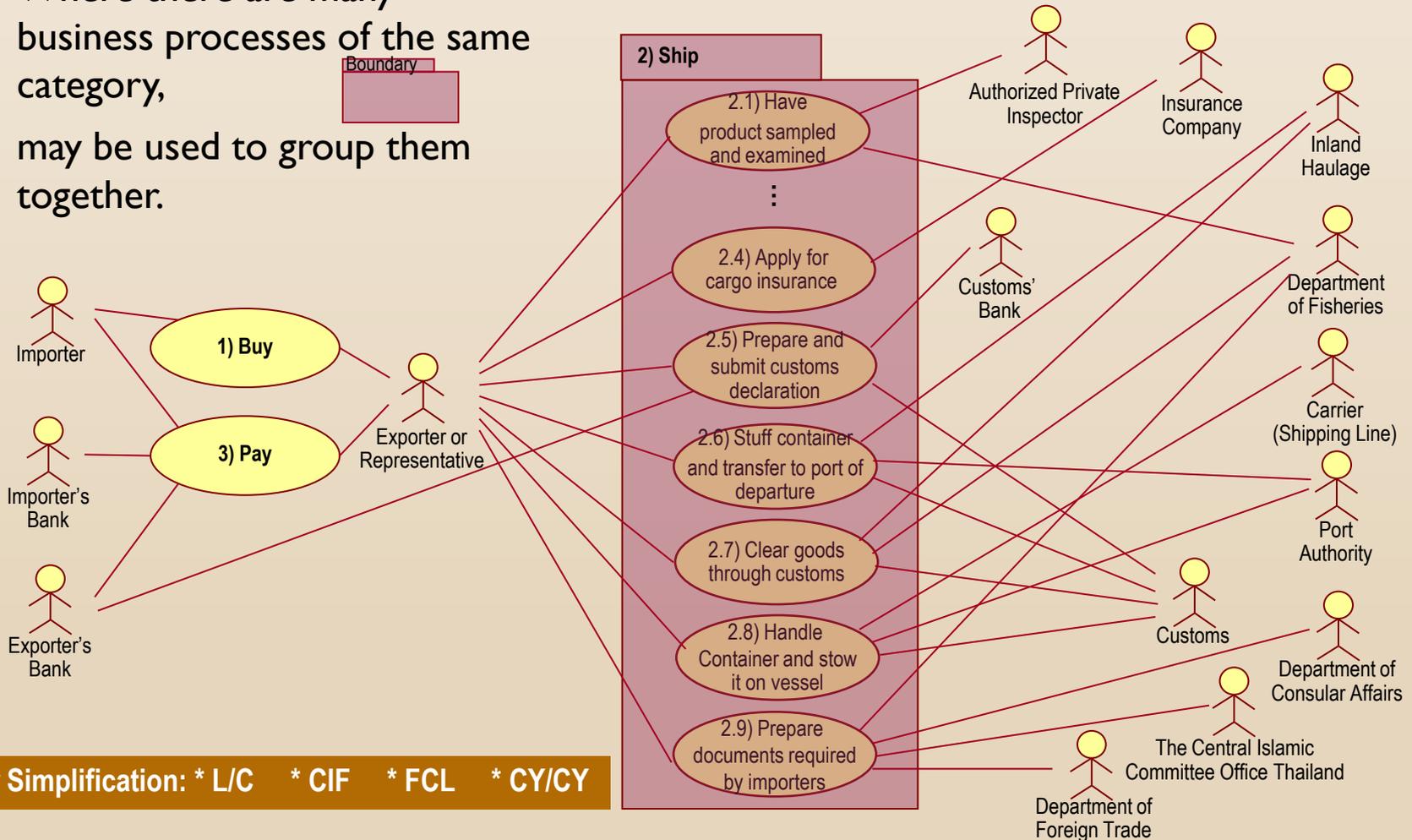


- ❖ Identify relationships between stakeholders and key business processes



# Drawing a Use Case Diagram (2)

- ❖ Where there are many business processes of the same category, Boundary may be used to group them together.



# Group Exercise (if time permitted)

## – Defining the scope of a BPA project -

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### ❖ **Discussing the scope** of a BPA project

(that you think is very useful to be carried on even after this workshop), e.g.

- ▶ Identifying **one** or two **strategic export product(s)** of your country, or Identifying **one** or two **strategic import product(s)** of your country,
- ▶ Identifying **a major transport corridor**  
(with high level/volume of export activities),
- ▶ Identifying **some complicated procedures**, e.g. customs clearance with some certain permit and/or special inspection  
(involving with **several regulatory agencies**).

### ❖ **Thinking about justifications** on the selected scope of a BPA project, and **why this scope is selected**.

# Group Exercise (cont) (if time permitted)

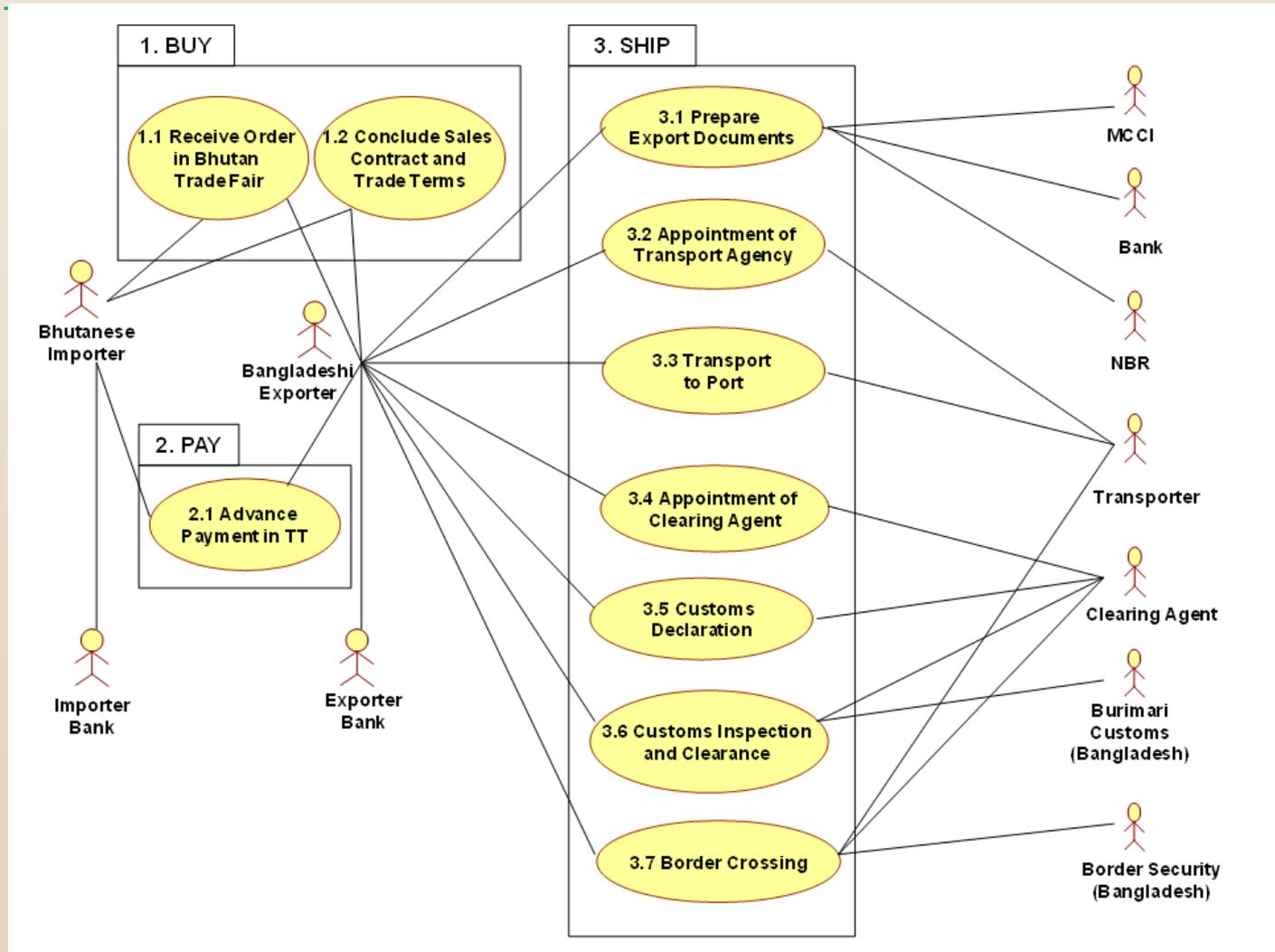
## – Defining the scope of a BPA project -

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- ❖ If time permits, please draw the scope of your BPA project with a **Use Case Diagram**
  - ▶ Identifying the stakeholders/agencies [**Actors**]
  - ▶ Identifying key business processes [**Use Cases**]
  - ▶ Identifying their relationships [**Which actors are associated with which Use Cases**]

# Bangladesh's Export of Fruit Juice to Bhutan



Through the Corridor: Dhaka-Burimari-(Changrabandha-Jaigaon-Phuentsholing-Thimpu)