Module 6 – BPA Exercise

Dr. Somnuk Keretho
Advisory Committee, UNNExT
Director, iNOVA, Kasetsart University
sk@ku-inova.org
BPA Group Exercise

- The participants will be divided into several groups and will apply the knowledge and techniques provided in the earlier Modules to examine the trade process (export, import, and transit procedures, including border crossing procedures) for the selected products along the priority corridors.

Selection of products on the priority corridors*
BPA Summary

Dr. Somnuk Keretho
Advisory Committee, UNNExT
Director, iNOVA, Kasetsart University
sk@ku-inova.org
Overall BPA Project Management

1. Inception Phase
   - Make a decision about the scope (what will be included, what will be excluded)
   - Prepare team
   - Develop TOR (scope & objectives)
   - Agree on the Overall Plan

2. Project (Execution) Phase
   - Agree on detailed Plan
     - Collect Data
     - Capture/Document the As-Is process in details
       - Propose recommendations for To-Be Process
   - Submit the final reports

3. Post-Project Phase
   - Push the recommendations into actual implementation
**An Example: A BPA Project Execution Plan**

- **WBS 1**
  - Refine the scope of the project
  - Develop the detailed plan

- **WBS 2**
  - Collect information
  - Capture & Document the process
  - Verify & validate the findings

- **WBS 3**
  - Analyze and identify bottlenecks
  - Provide recommendations for improvement
  - Review and feedback by stakeholders

- **WBS 4**
  - Wrap-up & submit the final report

- **WBS 5**
  - Administrative Support, Daily Project Tracking and Control

Several iterations of verification & validation (refinement) are needed.

---

**Timeline**

**Project Kickoff Date**

Month 1 ➔ Month 2 ➔ Month 3 ➔ Month 4 ➔ Project End Date

- **Month 1**
  - WBS 1: Refine the scope of the project
  - WBS 2: Collect information
  - WBS 3: Analyze and identify bottlenecks

- **Month 2**
  - WBS 2: Capture & Document the process
  - WBS 3: Provide recommendations for improvement

- **Month 3**
  - WBS 3: Review and feedback by stakeholders
  - WBS 4: Wrap-up & submit the final report

- **Month 4**
  - WBS 4: Complete the final report

**Red Boxes are Milestones, and key Work Products.**

- **Commonly Agreed Plan**
- **As-Is Report**
- **To-Be Report**
- **Final Report**

**BPA Stakeholder Review Workshop**
Expected Outputs of the BPA project

<table>
<thead>
<tr>
<th>Step</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: Define project scope</td>
<td>Use case diagram illustrating business domain, process areas, process participants, and key business processes</td>
</tr>
<tr>
<td>Step 2: Develop a detailed plan and secure resources</td>
<td>Detailed project plan including an estimation of human resources required, schedules, and software supported tools&lt;br&gt; A list of potential interviewees and their contact information</td>
</tr>
<tr>
<td>Step 3: Acquire background information</td>
<td>A folder of background information about the business processes under the investigation&lt;br&gt; A list of guiding questions for the interview</td>
</tr>
<tr>
<td>Step 4: Conduct interview and document captured data</td>
<td>A set of activity diagrams illustrating activities that come in a specific order and decision points, actors who perform those activities, defined inputs and outputs of each activity, criteria for entering and exiting the business process, relationships among actors, and information flow&lt;br&gt; A set of business process descriptions that describes activity diagram and lists all related rules and regulations&lt;br&gt; Activity diagram illustrating integrated processes in the business domain&lt;br&gt; Time-Procedure chart displaying time required to complete each business process</td>
</tr>
<tr>
<td>Step 5: Analyze the “as-is” processes and identify bottlenecks</td>
<td>A set of observations of the as-is business processes that have the potential for improvement</td>
</tr>
<tr>
<td>Step 6: Develop and propose recommendations</td>
<td>Final report with recommendations which may include diagrams of “to-be” business processes</td>
</tr>
</tbody>
</table>
An example of a BPA project team

- Project Sponsor/Owner:.....
- Project Manager:.....
- Process Analysts:.....
- Project Duration: ...... months
- Stakeholders/Information Resource Persons (Domain Experts): Selected representatives from Stakeholders/Agencies,...
Risk Management

- **Identifying risks** that could make some delay or some damages to the project (anything affecting badly on quality, time, cost of the project).

- **Analyzing** the possible likelihood (1-5) and its negative impact (1-10) for each risk

- **Mitigating** those risks with the high value of likelihood multiplying with its impacts (say, more than 20) → mitigation actions and plans should be discussed.
Thank You.

Dr. Somnuk Keretho  
Advisory Committee, UNNExT  
Director, iNOVA, Kasetsart University  
sk@ku-inova.org