










Checklist for successful Business Process Management

See how many boxes you can check on our BPM Quality Checklist

Involve the business	Define success	Be realistic	Invest in people	Keep it simple	Communicate	Embrace collaboration and change	Exploit standard	Use data effectively
 <p>Your BPM goal is aligned with the business strategy and goals.</p> <input type="checkbox"/> 3 points	 <p>Everyone agrees on what has to be achieved and how it will support the business.</p> <input type="checkbox"/> 3 points	 <p>Create a transparent schedule and you know which steps to take before results are visible.</p> <input type="checkbox"/> 3 points	 <p>Everyone can make use of a dedicated time and budget to upskill.</p> <input type="checkbox"/> 3 points	 <p>Everyone understands what BPM is and what it stands for with clear terms.</p> <input type="checkbox"/> 3 points	 <p>Everyone knows about BPM and the value it provides.</p> <input type="checkbox"/> 3 points	 <p>Change management is involved from the beginning.</p> <input type="checkbox"/> 3 points	 <p>Industry standards and data connectors are used on a regular basis.</p> <input type="checkbox"/> 3 points	 <p>You are using tools to visualize data and process performance.</p> <input type="checkbox"/> 3 points
<p>Important stakeholders are involved.</p> <input type="checkbox"/> 3 points	<p>The business knows that the BPM platform is an enabler and not the end goal.</p> <input type="checkbox"/> 3 points	<p>You know which business resources are needed in order to succeed.</p> <input type="checkbox"/> 3 points	<p>A dedicated team supports adoption, creates standards and answers immediate questions.</p> <input type="checkbox"/> 3 points	<p>Processes created within BPM are legible and easy to understand.</p> <input type="checkbox"/> 3 points	<p>Celebrate BPM successes with business.</p> <input type="checkbox"/> 3 points	<p>Approval flows are short and simple.</p> <input type="checkbox"/> 3 points	<p>You are using industry benchmark effectively to see opportunities for improvement.</p> <input type="checkbox"/> 3 points	<p>You are able to make effective business decisions, based on data.</p> <input type="checkbox"/> 3 points
<p>Commitments on planning and resources have been made.</p> <input type="checkbox"/> 3 points	<p>You have made a business case and decided on budgets.</p> <input type="checkbox"/> 3 points	<p>Continuous Business Process Management actions are incorporated into your roadmap.</p> <input type="checkbox"/> 3 points	<p>All the different aspects of BPM (documenting, designing, implementing & analyzing) are covered by the right people.</p> <input type="checkbox"/> 3 points	<p>End-to-end process thinking and functional processes co-exist with one another.</p> <input type="checkbox"/> 3 points	<p>The community is involved in updates and promotes BPM internally.</p> <input type="checkbox"/> 3 points	<p>User requirements change constantly due to high user adoption.</p> <input type="checkbox"/> 3 points	<p>Use best practices to ensure integration between your processes and IT.</p> <input type="checkbox"/> 3 points	<p>Calculations have included enough time for data quality and preparation.</p> <input type="checkbox"/> 3 points

3-27 points
 Yes. You have taken the first step and started with BPM. As you know the first steps are the hardest. Are you experiencing some bumps in the roads? No worries. We are here to help.

27-51 points
 Keep up the good work! You are well on your way towards a good BPM implementation. As you know, investing in people is key - but do you also know that BPM is a continuous process? Need help realizing next steps? Contact us.

51-81 points
 We must say, we are impressed. You are already experienced with BPM and defining new processes. Do you want to know how tools and data can help supporting your BPM journey? We have the experience.

We are happy to help
 No matter your score. If you need some fresh insights on how to improve your BPM, contact **Jacques Scheutjens**