moveIT
Where to from here?

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nintex

it depends

lets get back to the basics

Digital transformation involves using digital technologies to remake a process to become more efficient or effective. The idea is to use technology not just to replicate an existing service in a digital form, but to use technology to transform that service into something significantly better.

sounds easy right?

…but do you understand what you do, who does it, and how they do it?

…and are you ready for continuous improvement?

five steps to success (with Nintex)

step 1
self assessment

do you know where you are today?

do you know where you want to get to?

do you have support?

do you understand the technology landscape?

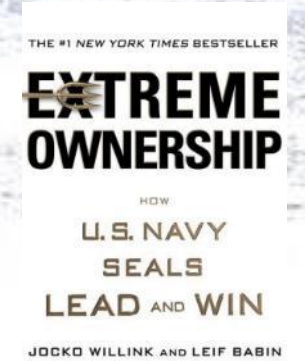
has everyone
signed up for the
mission?

step 2
collaborate, document, prioritize

“the more disciplined standard operating procedures a team employs, the more freedom they have…and thus they can execute faster, sharper, and more efficiently”

Jocko Willenk

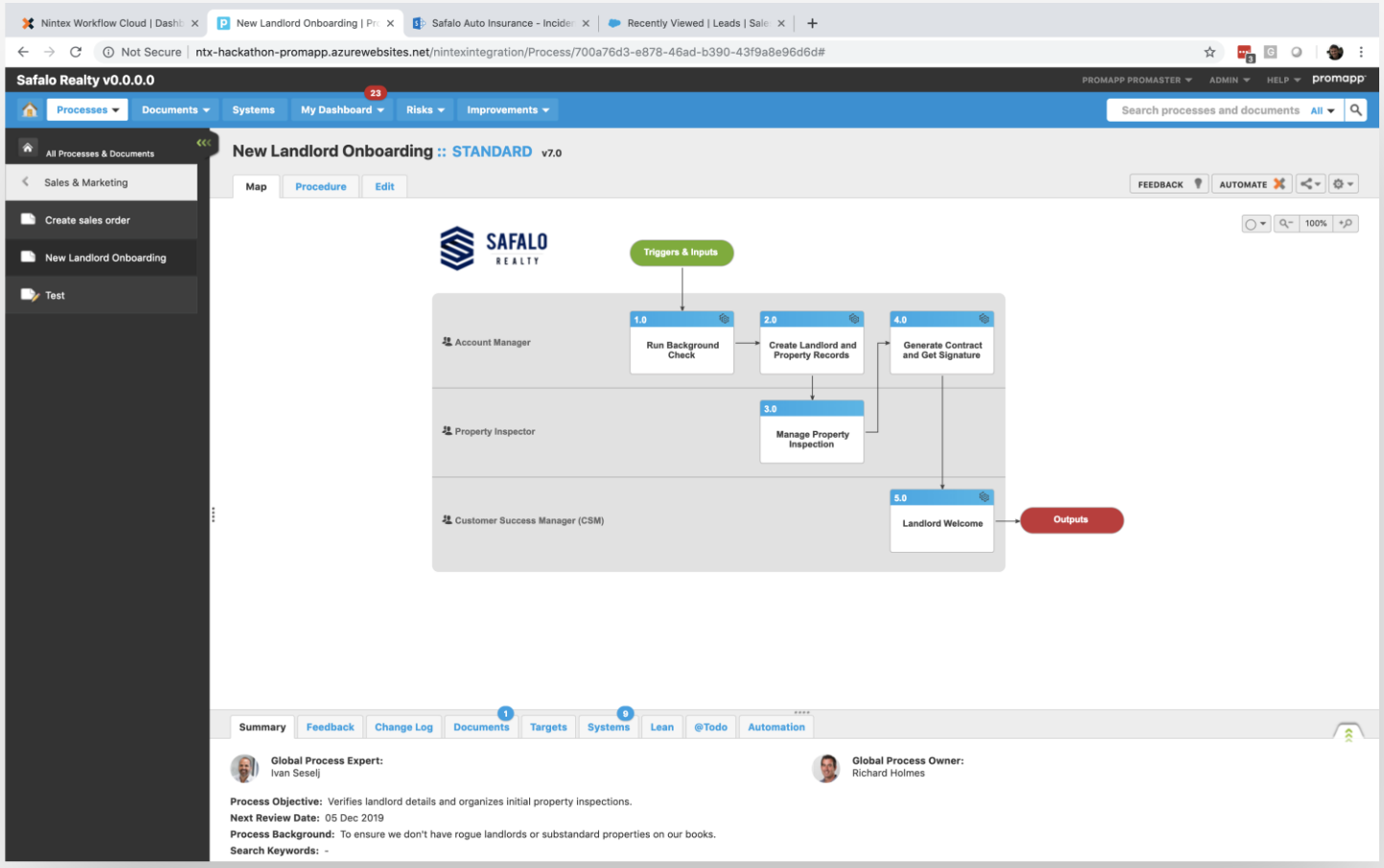
Retired Navy SEAL



build your digital footprint

The Promapp way

- Rapidly identify and document *every* process in your business
- Empower the business to own and maintain their processes
- Drive collaboration and ensure currency
- Identify opportunities for improvement through orchestration and automation
- Prioritize investments



Understand Key Process Elements

Policy	• An overarching company rule that may govern multiple processes
Process	• Depicts end to end how an input is transformed into an output and shows the higher-level steps or activities
Procedure	• The sequence of the lower level tasks needed to complete each activity in the process
Work Instruction	• Detailed instructions or click by click – forms, guides, videos, images, screenshots, checklists etc.

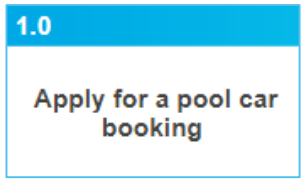
Understand Key Process Elements

Triggers	• What situation causes you to start the process?
Inputs	• What is needed to undertake the process? • What process provides these inputs?
Outputs	• What is created by completing the process? • What process uses this output?
Performance Targets	• What are the key performance indicators/measures that demonstrate the process is operating effectively

Understand Key Process Elements

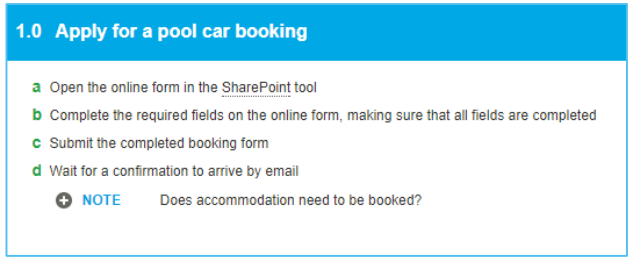
Activity

- **What** are the key steps in the process?



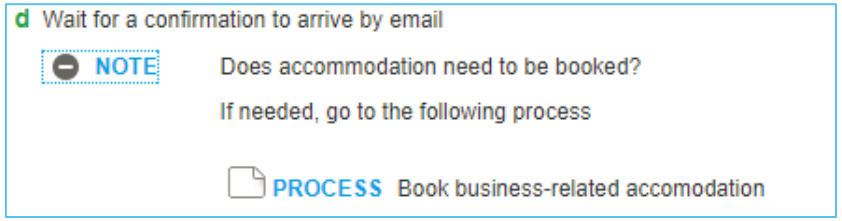
Task

- Exactly **how** do I perform an activity?



Notes

- Describe the **"what if's"**
- Use for exceptions, variations, business rules, background explanations
- Ensure the note title is a question and meaningful



Roles and Responsibilities

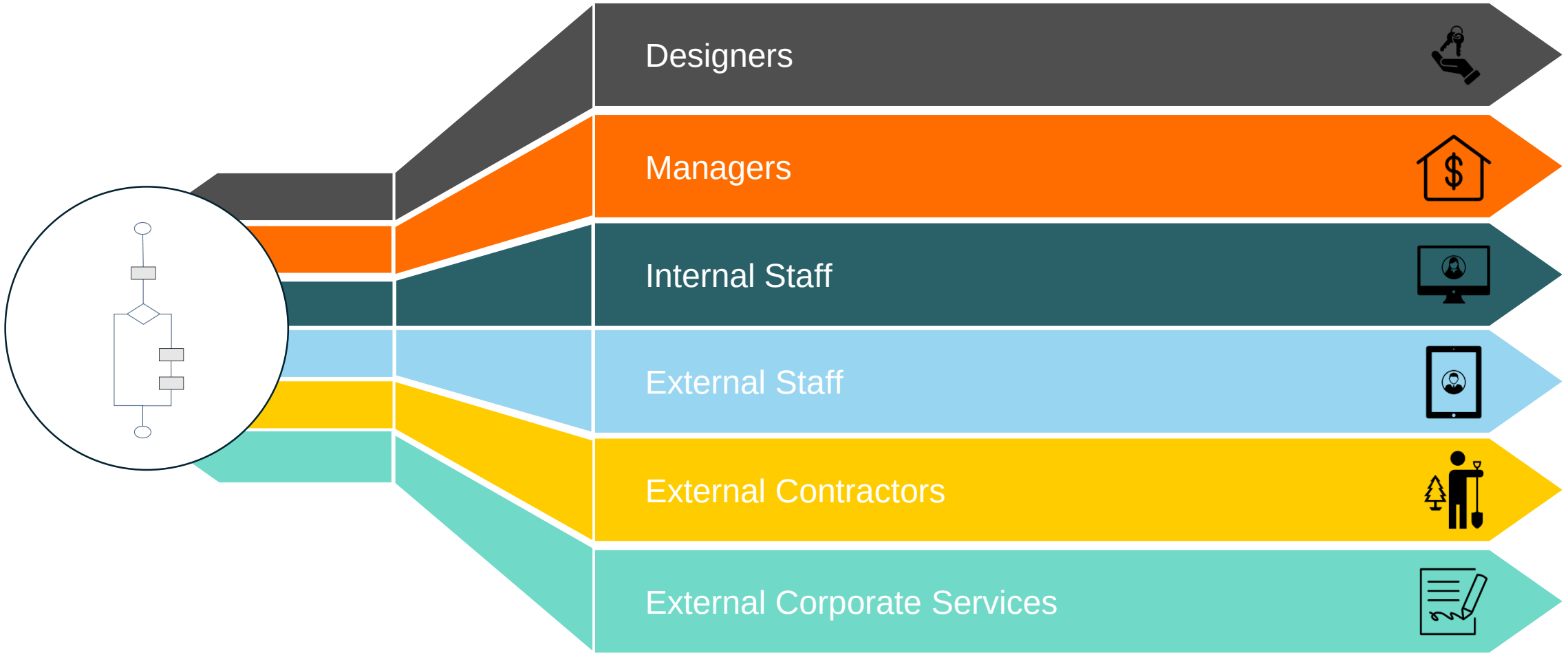
Process Owner

- Responsible for the quality of the process
- Will approve any changes

Process Expert

- SME and will do the majority of the edits

My Process Audiences



step 3

take action

start simple

find things that are
broken

think MVP and be agile

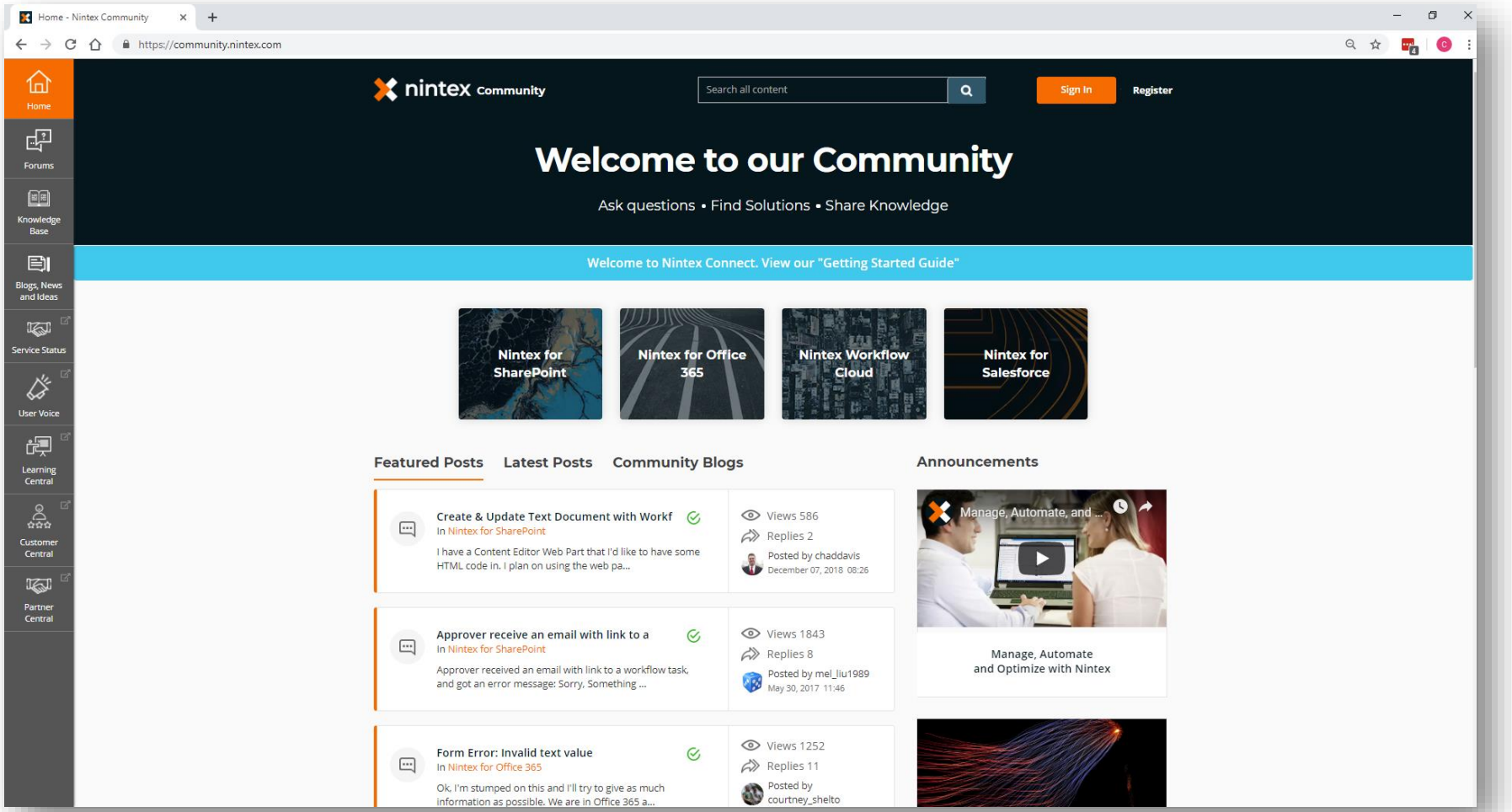
review. revise. repeat.

measure and prove your worth

each win justifies the next investment

step 4
engage community and partners

Become a part of the Nintex Community



Make friends with our Nintex vTEs…

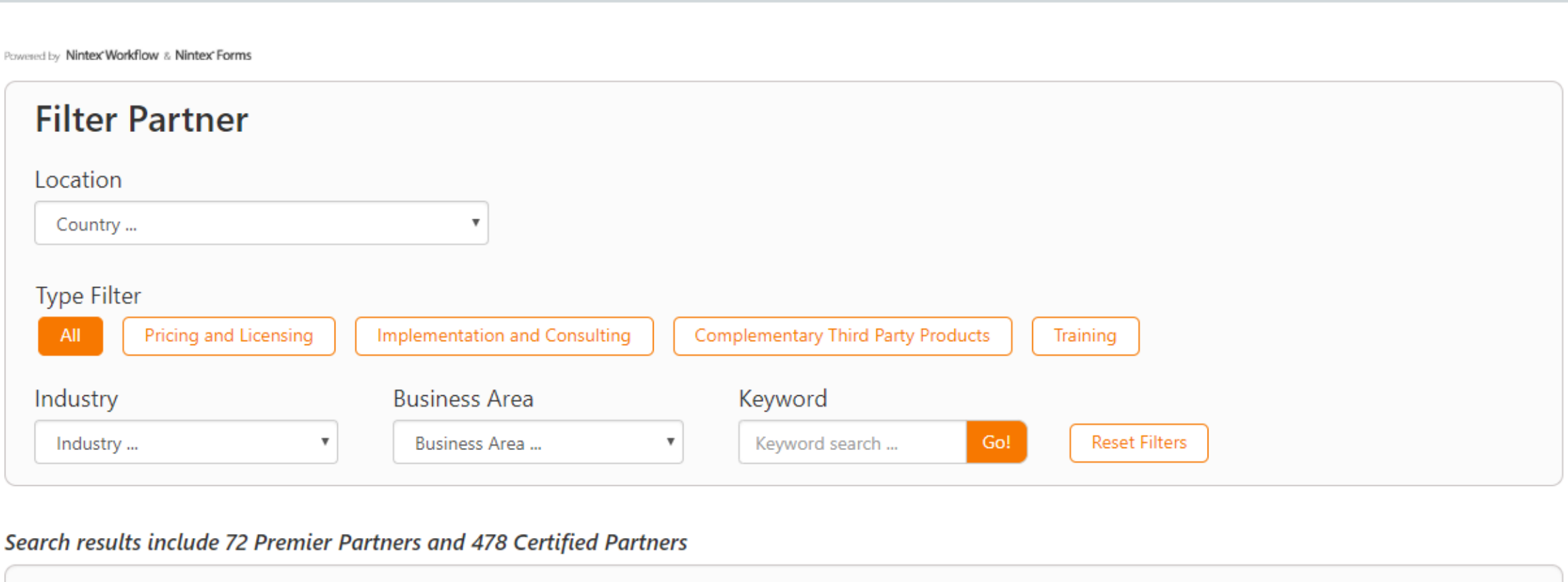
Caroline Jung

Henning Eiben

Matthias Bender

Enrico Knapp

Engage with our global network of partners



step 4
never stop learning

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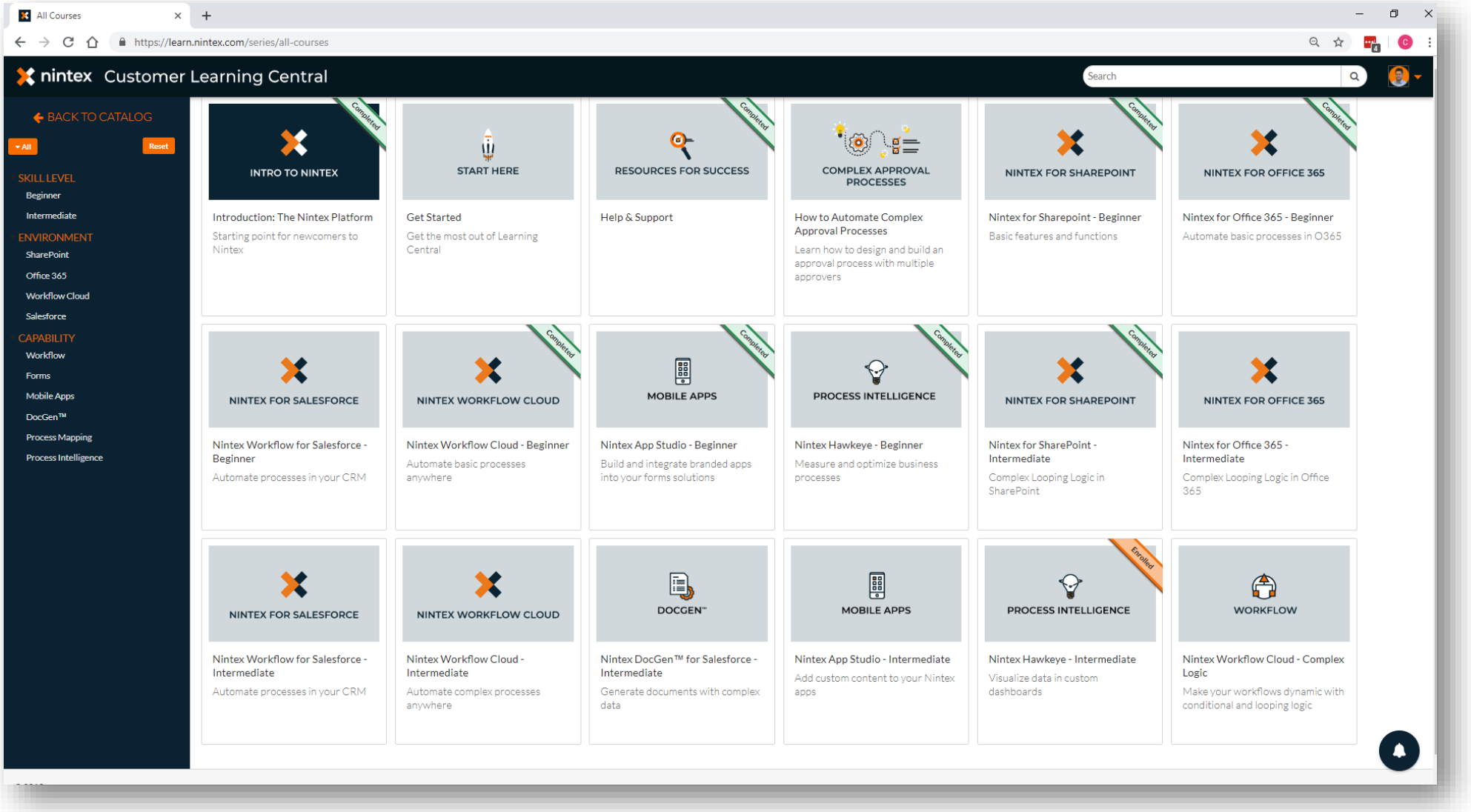
develop your skills
on the job

learn more from others

Add formal Certification

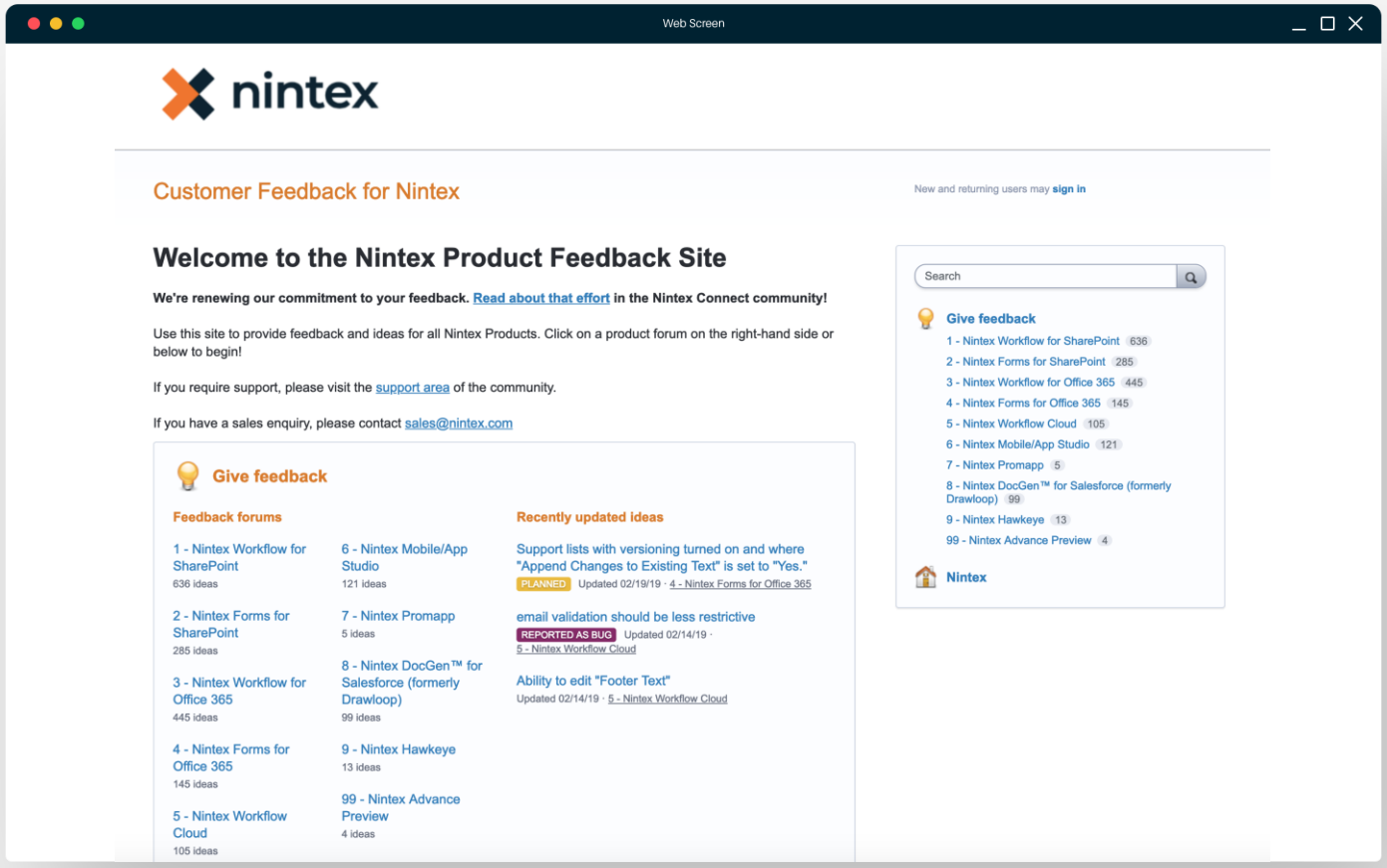


pass it on

…and a personal request

Help us to help you…

- Do you like what you see?
- Are there other things we should consider?
- What's most important to you right now?



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Thank You