

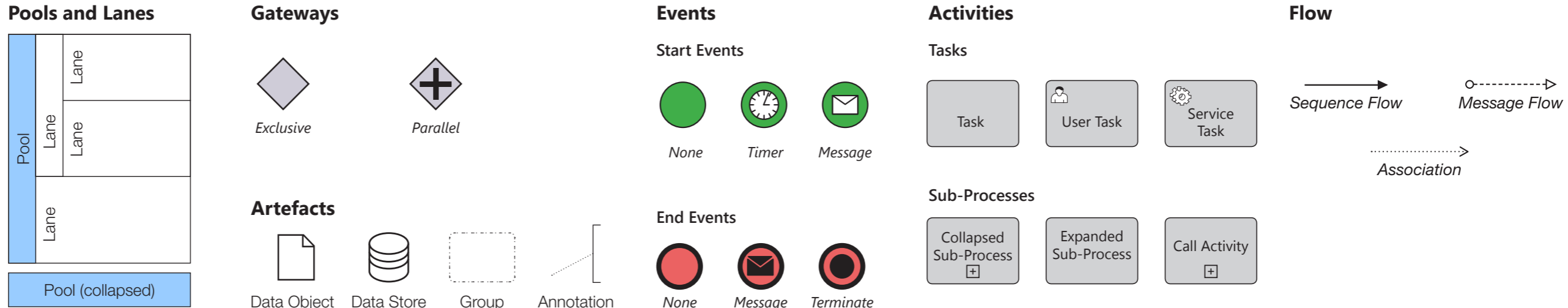
# iServer BPMN Stencil: Levels of BPMN

Thanks for Downloading the Free BPMN 2.0 Stencil!

Orbus Software have created a Visio BPMN Stencil that you are free to use. This Stencil was created based on the OMG's BPMN Specification v2.0 (January 2011), and to the best of our knowledge all shapes are fully supported as specified. To download the specification or for further BPMN related information, visit <http://www.bpmn.org>. This document contains a high level explanation of how to use each type of shape within the stencil, and sample diagrams. Note only 2 levels of BPMN are explained in this guide.

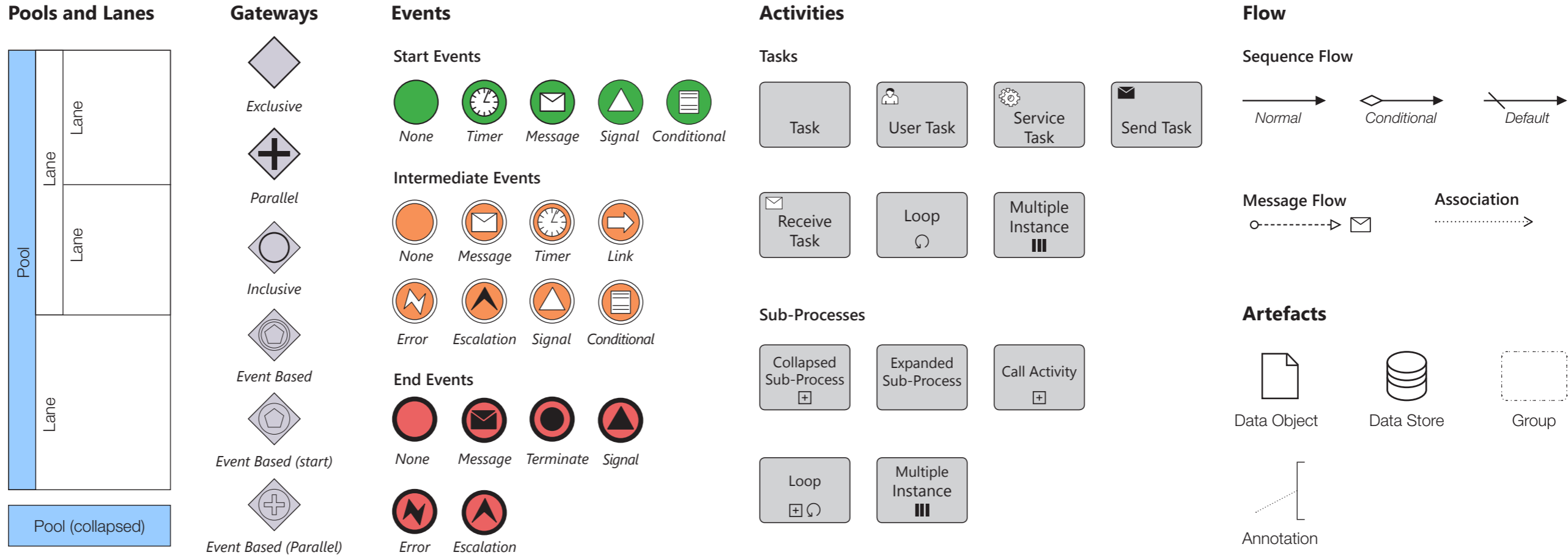
**BPMN Level 1:  
Descriptive  
Process Model**

Suitable for high level modeling – should be comfortable for analysts that have used flowcharts.



**BPMN Level 2:  
Analytical  
Process Model**

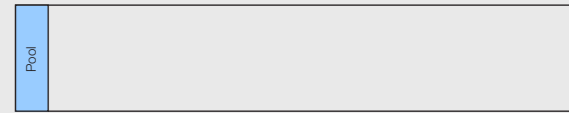
Contains the concepts most commonly used and covered in BPMN training.



# BPMN Level 3: Complete Element Set

Focuses on the elements required for executable process models

## Pools and Lanes



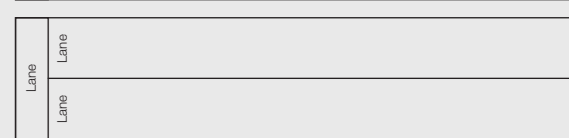
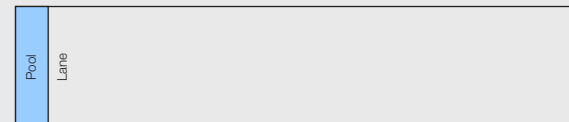
A **Pool** is used to define either a group of *Participants* such as an area within an organization or an external entity that collaborates within a process.

A process model is normally created from the perspective of a single participant – the **White Box Pool**, and contains the detail of that process. **Black Box Pools** are considered external to the scope of the process (although not necessarily outside of the organization), and do not show flow and activities. Black box pools may be collapsed and rotated, but do not have to be.

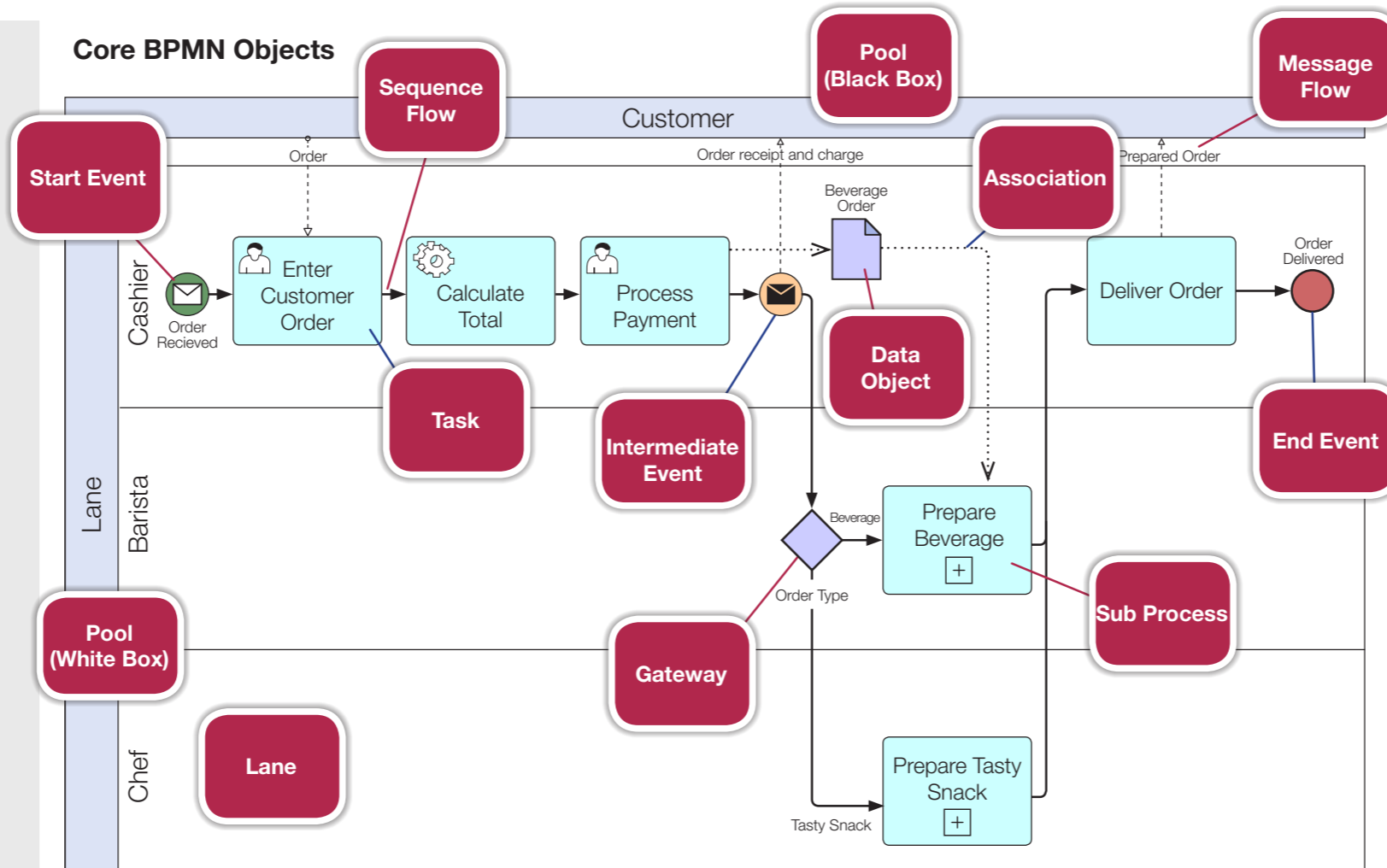


A **Lane** is used to define a specific participant or role within a process.

A lane may be contained within a pool or may itself be broken down into other lanes:



## Core BPMN Objects



## Events

An Event is an indicator that something has happened within a process.

	Top Level	Event Sub Process Interrupting	Event Sub Process Non Interrupting	Catching	Boundary Interrupting	Boundary Non Interrupting	Throwing	End Event
None								
Message								
Timer								
Escalation								
Conditional								
Link								
Error								
Cancel								
Compensation								
Signal								
Multiple								
Parallel Multiple								
Terminate								

## Gateways

A diverging **Exclusive Gateway** is used to create alternative paths within a Process flow. A converging Exclusive Gateway is used to merge alternative paths.

A diverging **Inclusive Gateway** can be used to create alternative but also parallel paths within a Process flow. A converging Inclusive Gateway is used to merge a combination of alternative and parallel paths.

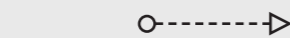
A **Parallel Gateway** is used to synchronize parallel flows and to create parallel flows.

The **Complex Gateway** can be used to model complex synchronization behavior, not captured by other gateways

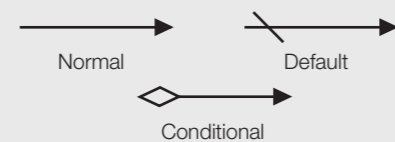
The **Event-Based Gateway** represents a branching point in the Process where the alternative paths that follow the Gateway are based on Events that occur, rather than the evaluation of Expressions using Process data (as with an Exclusive or Inclusive Gateway).

## Flows

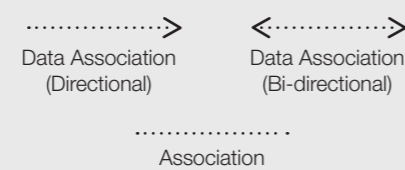
**Message Flow** is the flow of information as Messages between Participants.



**Sequence Flow** is the flow of the process between events that occur, activities performed by the lanes and decisions that are made (gateways).



**Associations** are used to attach artifacts (such as data objects) to activities.

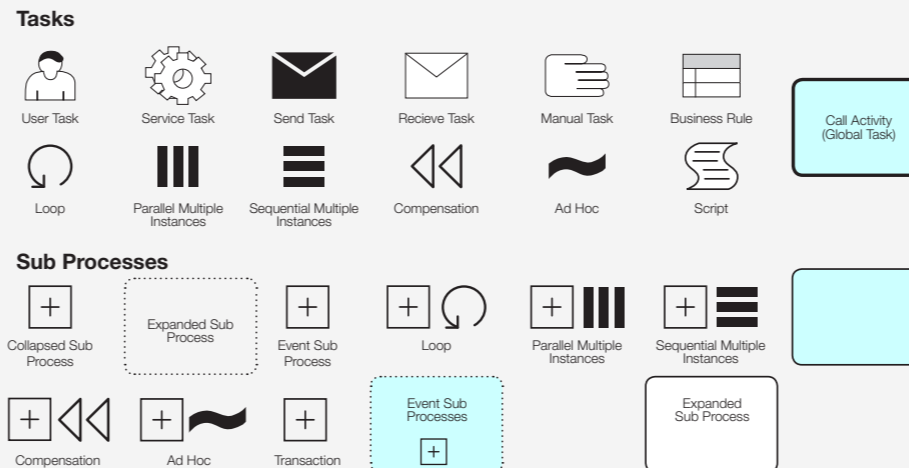


## Activities

Within the flow of a process, one or more lanes will perform a number of activities.

A **Task** is something that a lane (role) does during the process. A task is a granular (atomic) activity that cannot or does not need to be broken down any further.

A **Sub Process** summarizes a group of activities, and can be expanded out into further detail. Sub processes can be shown as collapsed (with the [+] symbol), or expanded.



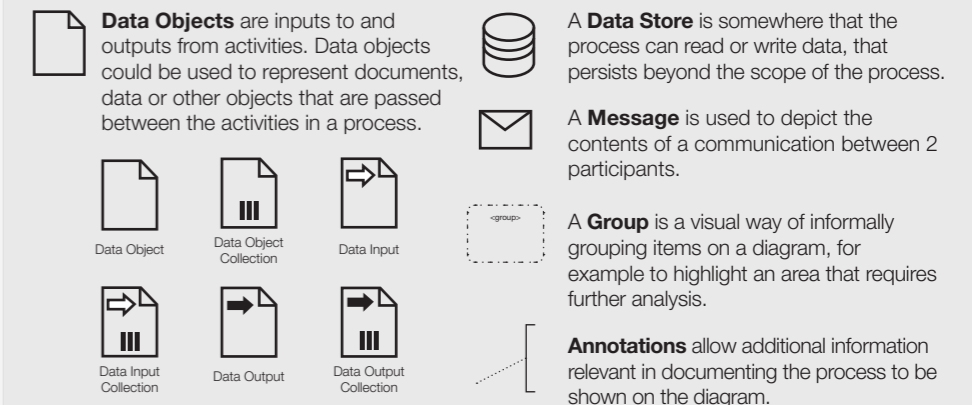
A process begins with a **Start Event** indicating something has happened, such as a message received or a date that has been reached.

**Intermediate Events** happen within the flow of the process (between the start and end events).

A process finishes with an **End Event**. Because a process may have several outcomes, there may be multiple end events.

## Artifacts

Artifacts allow additional information to be provided on a process model



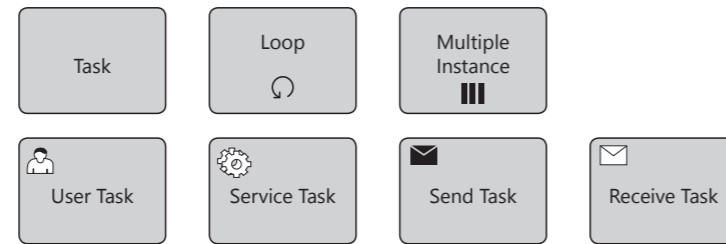
# iServer BPMN Stencil: Shape Overview

## Activities

An Activity represents work that is performed within a Business Process. The types of activities that occur in a Business Process are Task, Sub-Process (Collapsed or Expanded) and Process. A Process is not represented by a shape, but is a group of graphical objects such as Tasks and Sub-Processes. The iServer BPMN Stencil has two Activity shapes: Task and Sub-Process (which can be collapsed or expanded).

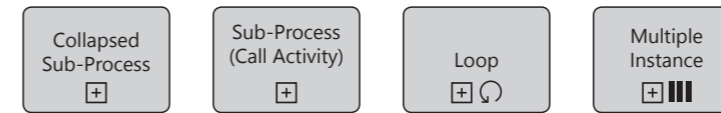
## Task

A Task is an atomic activity that occurs within a Process. A Task is used when a process cannot be broken down into a finer level of detail. Tasks have a number of different markers. The Markers available depend on the level of BPMN being used (i.e. Complete Element Set)



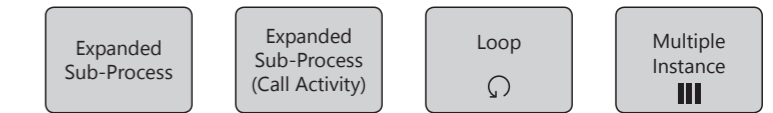
## Activities: Collapsed Sub-Process

A Sub-Process is a compound activity that is performed within a Business Process. A collapsed Sub-Process has a plus symbol that indicates that there is a lower level of detail that can be expanded. There are two optional markers: Loop and Multiple Instances. A Sub-Process can also be marked as a Call Activity (with a bold border).



## Activities: Expanded Sub-Process

A Sub-Process is a compound activity that is performed within a Business Process. An Expanded Sub-Process contains a Business Process. Note that a Sequence Flow cannot cross the boundary of a Sub-Process. Once again there is a choice of Markers as per the collapsed Sub-Process. Note that a Sub-Process can be changed into an Expanded Sub-Process.



## Events

An event is something that happens during the course of a business process. These events affect the flow of the process and usually have a trigger or a result, represented as a marker at the centre of the shape. There are three types of Events, based on when they affect the flow: Start, Intermediate, and End. The iServer BPMN Stencil reflects this with three corresponding Event shapes that can be labelled if required. Markers (triggers, results) can be chosen by right clicking on the shape.

## Start Events

A Start Event indicates where a particular Process will start. The Start shape is a circle drawn with a thin border. Start events affect the flow of the process and usually have a trigger. These triggers are graphically represented in the centre of the shape.



## Intermediate Events

Intermediate Events occur between a Start Event and an End Event. The Intermediate Event shape is a circle drawn with a double line border. Intermediate Events affect the flow of the process, but do not start or end it. Usually there is a trigger, graphically represented in the centre of the shape. Intermediate Events can be Throwing or Catching, with different Markers available depending on which is selected.



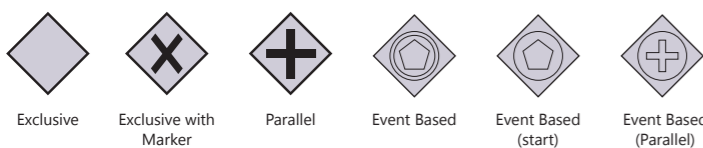
## End Events

An End Event indicates where a process will end. End Events usually have a Result, represented by a marker in the centre of the shape. The End Event shape is a circle drawn with a thick border.



## Gateways

A Start Event indicates where a particular Process will start. The Start shape is a circle drawn with a thin border. Start events affect the flow of the process and usually have a trigger. These triggers are graphically represented in the centre of the shape.



## Group

A group is a visual way of informally grouping elements within a Business Process. It must be drawn with a solid dashed black line.



## Data Store

A data store is somewhere that the process can read or write data, that persists beyond the scope of the process.

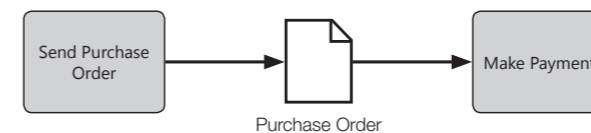


## Artifacts

Artifacts show additional information about a process without being directly related to the Sequence/Message flow. The Artifact shapes provided in the iServer BPMN Stencil are: Data Object, Data Store, Annotation and Group.

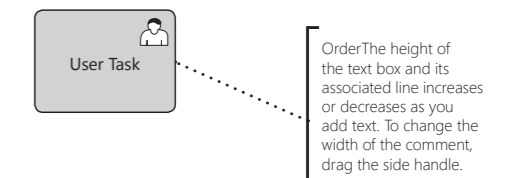
## Data Object

A Data Object provides information about what a process does. The name suggests an electronic document, but can represent many different types of electronic and physical objects. Data Objects are generally associated with Flow Objects (using an Association to connect them), as shown below:



## Annotation

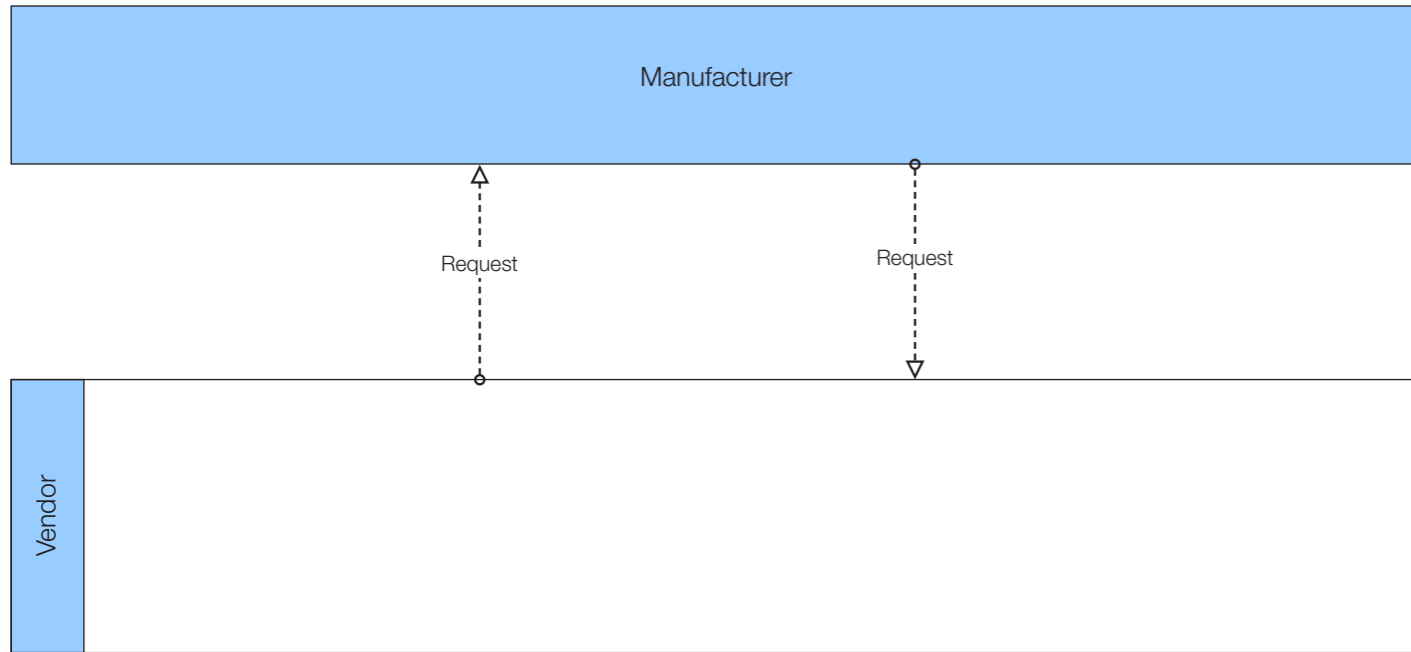
An annotation allows the modeller to provide additional information for the reader. Annotations can be associated with any object on a Business Process Diagram.



# iServer BPMN Stencil: Shape Overview

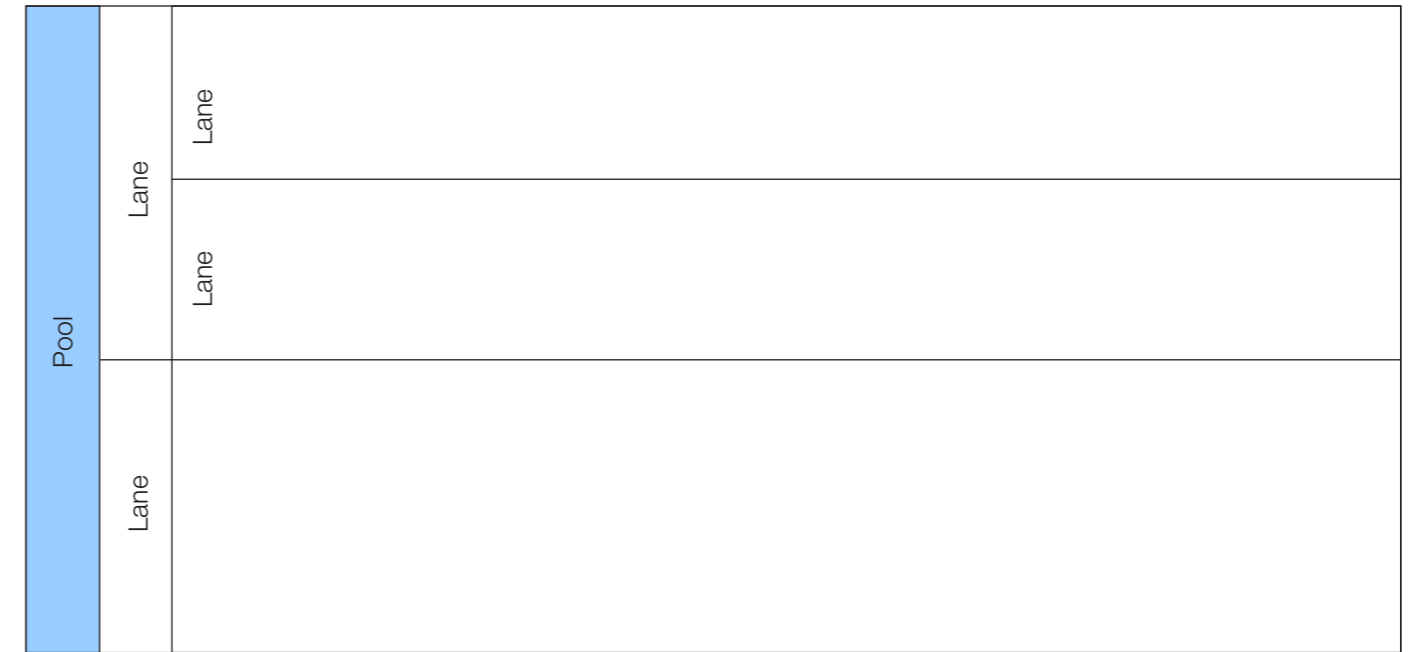
## Pools

A Pool represents a Participant in a Process. Examples of Participants are Entities such as Companies, or Roles such as Customer, Vendor, Manufacturer. A Pool separates (partitions) one process from other pools. Pools, and the items within them, may be connected by Message Flows. Pools can be collapsed or expanded as shown below.



## Lanes

Lanes are optional sub-partitions of pools, and are used to organize activities within a pool. The Lane shape can be indented to represent sub-lanes – to increase the indent of a lane, right click the lane and select indent . The indent can also be decreased.

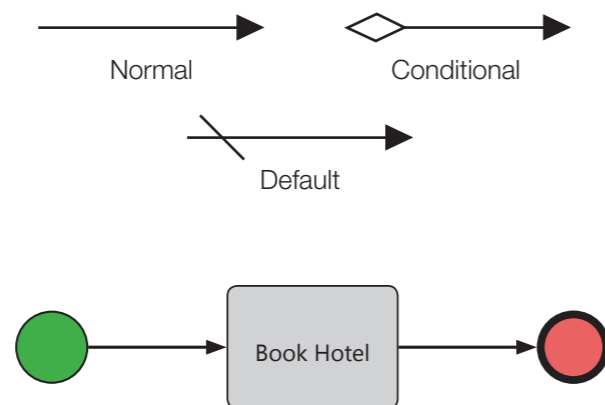


## Connecting Objects and Flow

There are two ways of connecting BPMN Objects: A Flow (either Sequence Flow or Message Flow), or an Association. Sequence flows are used to show the order in which activities are performed within a Business Process, whereas Message Flows are used to show the flow of messages between two pools on the diagram. Typically Message Flows will flow at 90 degrees to the direction of the Sequence flows. Associations are used to associate Artifacts with Flow Objects.

### Sequence Flow

A Sequence Flow is used to show the order that activities will be performed in a Process. There are three types of Sequence flow: Normal, Default and Conditional.



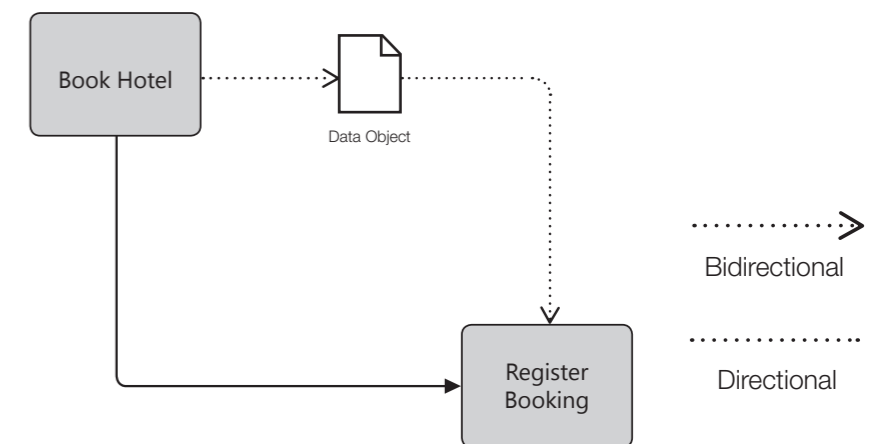
### Message Flow

A Message Flow is used to show the flow of messages between two participants that are prepared to send and receive them. In BPMN, two separate Pools in the Diagram will represent the two participants (e.g., business entities or business roles). The Message Flow may connect the pools themselves, or items within them. A Message represents the content of a communication between two Participants. In BPMN 2.0, a Message is a graphical decorator.



### Association

An Association is used to associate information (Artifacts such as data objects or annotations) with Flow Objects. Text and graphical non-Flow Objects can be associated with the Flow Objects.



# iServer BPMN Stencil: Process Order and Product Development

