

Module 6 – BPA Exercise

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BPA Group Exercise

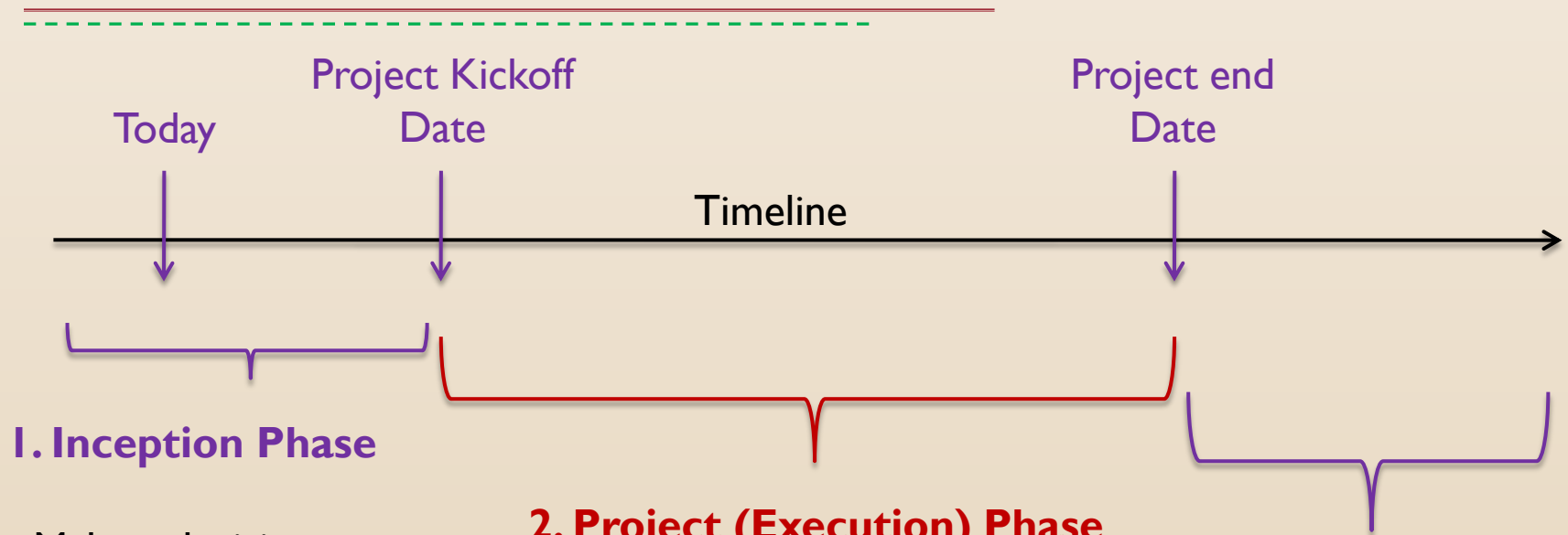
- ❖ The participants will be divided into several groups and will apply the knowledge and techniques provided in the earlier Modules to examine the trade process (export, import, and transit procedures, including border crossing procedures) for the selected products along the priority corridors.
- ▶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

BPA Summary

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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

Timeline

Month 1

Month 2

Month 3

Month 4

WBS 1

- Refine the scope of the project
- Develop the detailed plan

Several iterations of verification & validation (refinement) are needed

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

Commonly Agreed Plan

As-Is Report

To-Be Report

Final Report

BPA Stakeholder Review Workshop

Work Breakdown Structure

Milestones

Expected Outputs of the BPA project

	Step	Deliverables
WBS 1	Step 1: Define project scope	<ul style="list-style-type: none"> <input type="checkbox"/> Use case diagram illustrating business domain, process areas, process participants, and key business processes
	Step 2: Develop a detailed plan and secure resources	<ul style="list-style-type: none"> <input type="checkbox"/> Detailed project plan including an estimation of human resources required, schedules, and software supported tools <input type="checkbox"/> A list of potential interviewees and their contact information
WBS 2	Step 3: Acquire background information	<ul style="list-style-type: none"> <input type="checkbox"/> A folder of background information about the business processes under the investigation <input type="checkbox"/> A list of guiding questions for the interview
	Step 4: Conduct interview and document captured data	<ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> A set of business process descriptions that describes activity diagram and lists all related rules and regulations <input type="checkbox"/> Activity diagram illustrating integrated processes in the business domain <input type="checkbox"/> Time-Procedure chart displaying time required to complete each business process
WBS 3	Step 5: Analyze the “as-is” processes and identify bottlenecks	<ul style="list-style-type: none"> <input type="checkbox"/> A set of observations of the as-is business processes that have the potential for improvement
	Step 6: Develop and propose recommendations	<ul style="list-style-type: none"> <input type="checkbox"/> Final report with recommendations which may include diagrams of “to-be” business processes

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.

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