

Process management module

View, model, document and manage processes

The “**View processes**” function of QM Pilot is for all employees who are interested only in approved processes.

The “**Edit processes**” function is available to all those who describe, change, review, approve or archive processes.

In all cases, the work is carried out via an Internet browser (Internet Explorer, Firefox, Chrome or Safari), regardless of whether a PC, laptop,



tablet or smartphone is used. With a unique link, the processes can continue to be used or published in other places.

The special feature here is that processes such as customers, products, employees, etc., are captured and managed. In the QM Pilot, a process is not just a drawing.

1.1-01 Check Vision and Mission Statement

PROCESS DATA CHARACTERISTICS TEXT FLOWCHART

Edit New Version New language Create Copy Delete Archive Authorizations Usage Show History Show feedbacks Show followers

NUMBER
1.1-01

NAME OF
Check Vision and Mission Statement

LANGUAGE
englisch

STATUS
Released

VERSION
1.0

OWNER
Uwe Abel

CHECKER
Chris Alberti ✓

RELEASER
Christian Alberti ✓

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NO	DESCRIPTION	V...	STATUS	LANGUAGE	CHANGED	CREATED
1.1-01	Vision und Leitbild überprüfen	1.6	Released	deutsch	System Admin / 03/04/2019 09:38	System Admin / 26/03/2019 14:36
1.1-01	Vision und Leitbild überprüfen	1.5	Archived	deutsch	System Admin / 26/03/2019 14:38	System Admin / 31/01/2019 08:52
1.1-01	Vision und Leitbild	1.4	Archived	deutsch	System Admin /	System Admin / 14/09/2017

Information about the process

The description of a process is done via the four info groups

- **Process data** (characteristic data or control data)
- **Characteristic data** (objective, scope, input, output, reference documents, metrics, normative bases, etc.)
- **Text** (free text as a supplement, or as a substitute, to the flow)
- **Flow** (process graph)

Characteristic data

With the characteristic data, the process can be described technically. The grid (objective and purpose, input, output, etc.) is configurable.

Text

With the possibility of entering a text for the description of a process, QM Pilot meets a frequently expressed user demand. Often process descriptions exist in text form, and the creation of a flow graph can be dispensed with. This is possible in this section.

OBJECTIVE Sicherstellen, dass einmal jährlich in der Geschäftsleitung darüber gesprochen wird, ob die Vision und das Leitbild noch mit der Realität übereinstimmen.	
INPUT - Bestehendes Vision und Leitbild - Produkte / Dienstleistungen - Märkte - Gesellschaftliche und wirtschaftliche Aspekte	OUTPUT - Neue oder bestätigte Vision - Neues oder bestätigtes Leitbild
GELTUNGSBEREICH Gesamte Unternehmung mit allen Geschäftsbereichen	
MEASURED VARIABLES keine	KRITISCHE ERFOLGSFAKTOREN -
VALID RECORDS CL-1.27 Checkliste SWOT-Analyse IN-Q10 Information zu Vision IN-Q20 Information zu Leitbild	

Flow

The modelling of a flow is not done by drawing as in Visio, Flowcharter, etc. In QM Pilot, the data for the flow are entered and displayed in accordance with a layout rule (configuration).

Inserting a new column, for instance, is done by a configuration change that will impact all processes stored in the database.

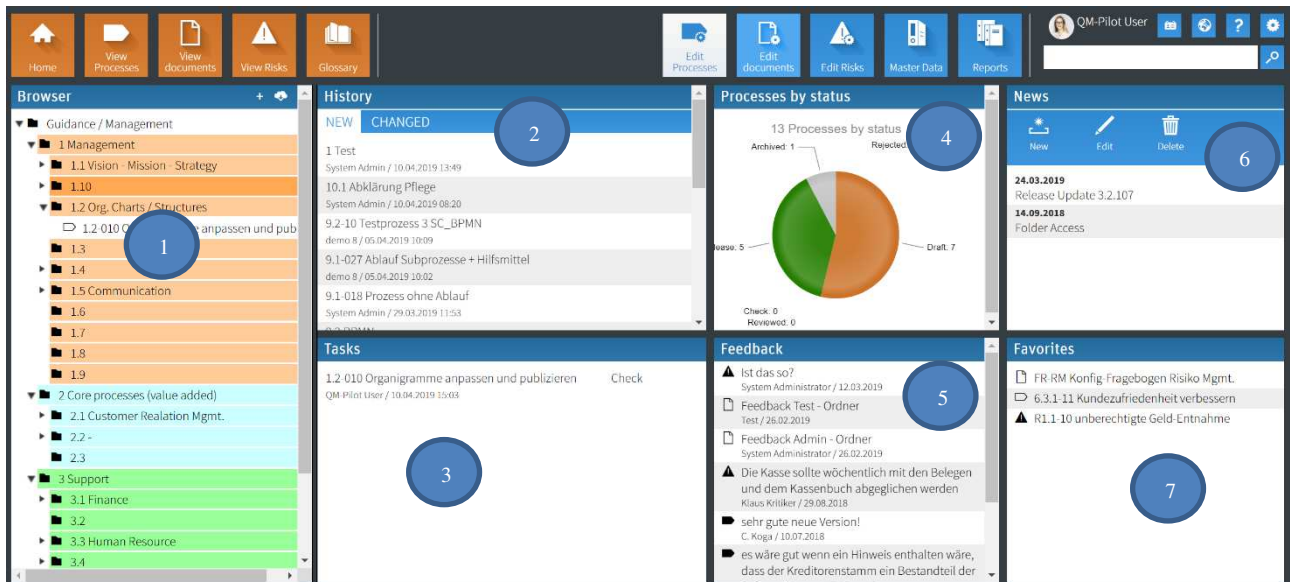
Workflow / Activity	Description	Respons	Tools
Start			
Überprüfung in Agenda aufnehmen	Die jährliche Überprüfung von Vision und Leitbild wird in die Agenda der GI-Sitzung im Oktober aufgenommen.	GL-Sek	
Überprüfung von Vision und Leitbild	In der GL-Sitzung wird geprüft ob die Vision und das Leitbild noch mit der Realität übereinstimmt. Unter Umständen muss eine Anpassung vorgenommen werden.	GF	CL-1.27 RI-010 IN-020
?	Anpassungen oder Erweiterungen an Vision und / oder Leitbild aus GL-Sicht erforderlich ?		

Portal

In the “Edit processes” environment, a portal is available to employees with a corresponding authorisation.

The following is provided in this view:

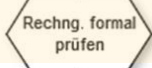
- the **structure of the storage** of the processes in a browser or Explorer view (1)
- the **course** of the newly entered or changed processes (2)
- the personal **tasks** (review, approve, resubmission) (3)
- the number of **accesses** to processes over the last few days or status of all processes as a pie chart (4)
- the **feedback** on processes, documents or risks for which the user is responsible as the owner (5)
- the **News** area, where you can create new News, modify or delete existing News (6)
- the list of personal **favourites** (7)



Display of a process step

The display of a process step consists of

- an icon with a text label
- the description of the process step (text)
- the aids column (links to documents or Web links)
- responsibility column (contains functions); - more columns are possible (e.g. for the illustration of the RACI principle – Responsible, Accountable, Consulted, Informed)
- a column for the entry of normative bases and possibly a column for risks.

Ablauf	Beschreibung	Hilfsmittel	Verant.	Norm	Risiken
	Jeweils Di. und Do. werden die eingegangenen Rechg. auf formale Korrektheit geprüft und mit einem Kontierungs- und Freigabebeleg ergänzt	CL-4.2-33	B+K		R6.1-10 R1.3-10