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**QUESTION 1**

A BPM analyst is creating a process model for requesting a renovation permit. The BPM analyst is using the following description of the first activity: "One of our municipal office clerks receives a paper permit application from the local resident, an applicant. The clerk first looks up the resident's name and address in our system, then enters the information from the paper application into the system, and assigns a temporary permit number to the application. When the application entry is complete, the clerk sends it to a manager to assign it to an adjudicator." Which name should the BPM analyst use for the first task that accurately describes the activity and follows recommended naming conventions?

- A. Application Entry
- B. Create Application
- C. Clerk Receive and Enter Application
- D. Lookup name, create application, assign number, and send it to the manager

Correct Answer: B

QUESTION 2

The project manager needs assistance from the BPM analyst in building a process roadmap. What tool should the BPM analyst use to create a detailed list of areas of opportunity?

- A. A Prioritization Matrix
- B. A Root Cause Analysis Matrix
- C. A Business Value Add Analysis Matrix
- D. A Failures Mode Effect Analysis (FMEA) Matrix

Correct Answer: A

QUESTION 3

A BPM analyst is working with a facilities manager to map out a process that lists the responsibilities of the facilities manager.

In the event of a damage to a building, the facilities manager must take the following actions.

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If the damage is caused by fire, the facilities manager must immediately call the fire service.

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If there is anyone injured, the facilities manager must immediately call the nearby hospital ambulance service.

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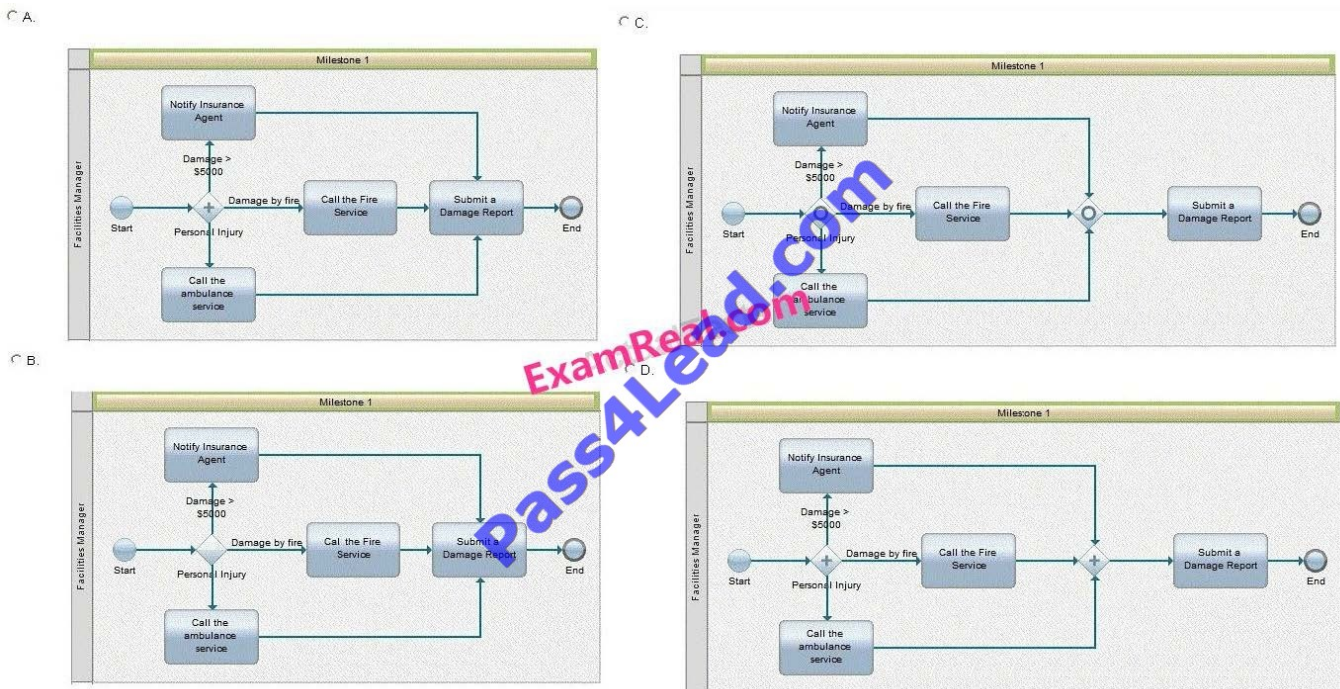


If the damage is greater than \$5000, the facilities manager must notify the insurance agent immediately.

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The facilities manager must always submit a damage report to the building manager within 1 week of the incident. How should the BPM analyst model this process?

- A. Exhibit A
- B. Exhibit B
- C. Exhibit C
- D. Exhibit D



Correct Answer: C

QUESTION 4

A BPM analyst is performing a process inventory analysis at a company that has many processes and has gathered all required information to calculate a priority value for each process in order to rank them. How should the BPM analyst compute this?

- A. Provide a scale and weight for each activity in the process.



- B. Provide a scale for each of the prioritization criterion and weigh the criteria against the processes.
- C. Have the customer and the BPM analyst provide 2 different priority values independently and calculate 1 priority value.
- D. Count the number of activities in diagram and evaluate the complexity of the diagram to provide a value and calculate a priority value.

Correct Answer: B

QUESTION 5

A BPM analyst is documenting process problems during a discovery session. As a problem is raised, what are the two key factors the BPM analyst needs to capture about each problem to be able to prioritize them later?

- A. The solution to the problem.
- B. When the problem first occurred and how often it occurred in each milestone.
- C. Severity and frequency of the problem at the process, milestone, or activity level.
- D. Who is the participant when the problem occurs and what other tasks does that participant complete.

Correct Answer: C

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