Process Authors using the Nimbus BPMS should self-certify process map and child diagrams against this checklist before submitting for review by the BPA or Business Process Owner.

**Basic principles (see section 2)**
- Are the process diagrams simple and uncluttered?
- Have you used sentence case on all activities and flow lines?
- Have you used plain English and removed any acronyms and jargon?
- Have you run an Integrity Check to detect common issues? (see section 12.11)

**Templates & Style sheets (see section 3)**
- Have you used the correct templates and style sheet for every diagram?

**Mandatory information capture (see section 4)**
- Is the correct Business Process owner specified on each diagram?
- Is the correct Process Author specified against the map?
- Is the Process Title correctly specified on each diagram? (see 12.9)
- Is it clear where the boundaries of your process map begin and end?

**Diagram Layout (see section 5)**
- Have you tested the user experience in the web front end, on a range of monitor sizes?
- Are you satisfied that the process map and its child diagrams are in keeping with layout guidance?
- Are the activities and flow lines correctly aligned?

**Activities and Flow Lines (see Sections 6 and 7)**
- Do all activities use the verb + noun naming convention and appropriate text?
- Have you removed any temporary bubble text?
- Have all activities got at least one input and output assigned?
- Is the input/output text helpful and unambiguous, indicating WHEN and WHY the activity occurs?
- Is the input/output text positioned in accordance with the layout guidance?
- Do all of the flow line links map to the correct processes?
- Do externally-connected processes show with external flow lines?

**Resources (see Section 8)**
- Have all activities got at least one resource assigned?
- Do the resources meet the mandatory standards described in the guidance notes?
- Have you replaced any temporary resource placeholders that use the ‘?’ indicator?

**Drill downs (see Section 9)**
- Do the Inputs and Outputs of all child diagrams match the Activity that is being decomposed?
- Do the titles of all child diagrams match the Activity that is being decomposed?

**Decision paths and process variants (see Section 10)**
- Are you comfortable that these have been modelled using the most appropriate and intuitive approach?
### ‘As Is’ vs ‘To Be’ mapping (see Section 11)

Process diagrams that are to be authorised for publication to College stakeholders must represent the current ‘as is’ process at the time of mastering and publication. Have you followed the recommended guidance on managing ‘as is’ vs ‘to be’ mapping?

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### Adherence to College standards & guidance (see section 12 - Hints & Tips)

<table>
<thead>
<tr>
<th>Task</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you toggled off the activity ID numbers? (see 12.3)</td>
<td></td>
</tr>
<tr>
<td>Have you followed the guidance on attachments and use of the Document Registry? (see 12.4)</td>
<td></td>
</tr>
<tr>
<td>Have you removed notes and temporary text? (See 12.6 and 12.7)</td>
<td></td>
</tr>
<tr>
<td>Have you spell-checked the work? (See 12.8)</td>
<td></td>
</tr>
<tr>
<td>Have you considered keywords by which a user might search for your process? (see 12.12)</td>
<td></td>
</tr>
<tr>
<td>Have you tested all linked document and urls? (see 12.13)</td>
<td></td>
</tr>
<tr>
<td>Have you tested all flow line links? (see 12.14)</td>
<td></td>
</tr>
</tbody>
</table>