



WorkFlow Modeler

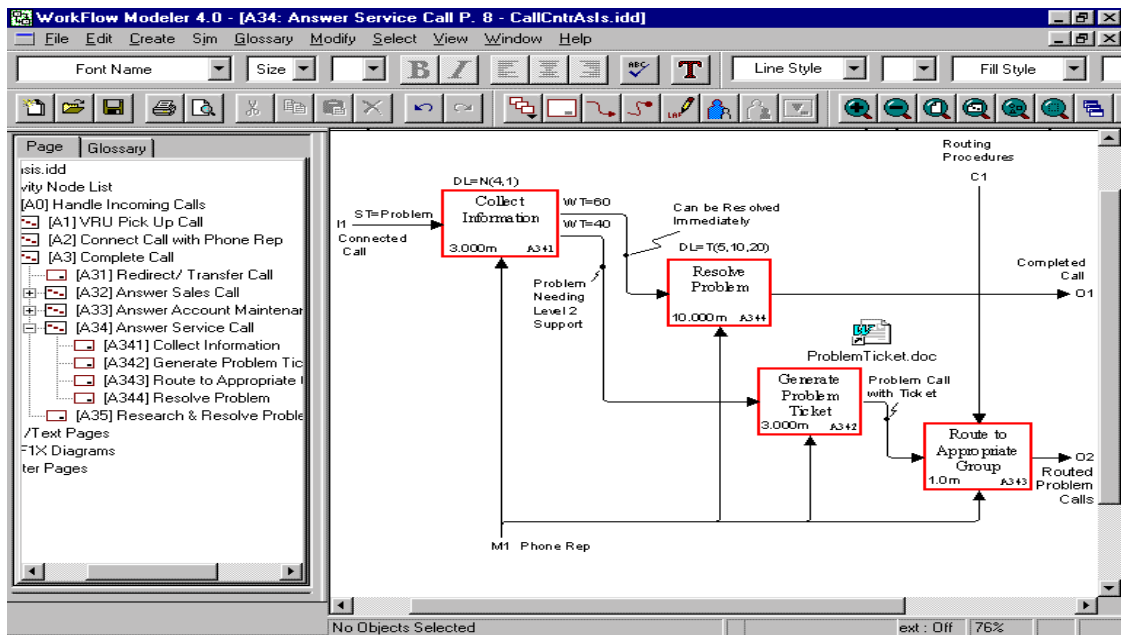
Examine business operations in detail

WorkFlow Modeler provides a robust, consistent method for building models of business processes. Meta Software's WorkFlow Modeler, the leading software for process modeling, helps business analysts and IT professionals capture the intricacies of business processes and present them in a consistent graphical form for everyone in the organization to examine and understand. It's like reading a detailed map or viewing an exact landscape of one's current operations. From this model, you can run simulations in Meta's WorkFlow Simulator to help pinpoint critical paths and bottlenecks, and identify opportunities for improvement.

Simplify the complex

WorkFlow Modeler uses a simple visual vocabulary using boxes and arrows to describe complex processes in sufficient detail:

- Boxes are used to represent activities.
- Arrows (from left to right) show the flow of items or information into and out of an activity.
- Arrows from beneath show what resources are required to perform activities.
- Arrows from above show the controls or triggers that control a process.
- Activities are represented hierarchically – from general to specific details, allowing users to capture high-level and detailed process models.



In this diagram, we see a screen shot of WorkFlow Modeler depicting the process for answering a service call.

These triggers and resources make WorkFlow Modeler a powerful tool for realistically describing when and how things happen, which is an essential element for complex analysis such as business process redesign.

WorkFlow Modeler allows you to develop and maintain models rapidly and efficiently. More than a mere drawing tool, WorkFlow Modeler has an intelligent graphical engine that responds to your modeling needs as you work. For example, when you give the command to drill down an activity, the tool automatically opens a new page of the model, numbers it appropriately, and carries forward into the new page any inputs, outputs, controls and resources you have attached to the original activity. Similarly, OLE compliance allows you to embed other applications in the process model, such as a Word document outlining related procedures or a Web address that launches an internal Internet-based application.

WorkFlow Modeler benefits

WorkFlow Modeler is a mature, proven tool that has helped capture and represent the complexity of actual business processes at thousands of sites worldwide.

Easy to use – WorkFlow Modeler’s elegant simplicity and short learning curve have made it the tool of choice for process modeling. Because it automates much of the model drawing, you can focus on the model’s meaning and results, rather than its creation. WorkFlow Modeler has a standard Microsoft Windows look and feel, which makes full use of the 32-bit Windows 95 and Windows NT environments.

A browser bar, which allows you to continuously see where you are in your model, lets you easily navigate the hierarchical outline of models and submodels known as the Node Tree. The Node Tree import feature allows users to quickly create an outline of activities in Word or Excel, then import that outline into WorkFlow Modeler, automatically creating the graphics and hierarchy. Drag and drop integration makes model rearrangement simple and promotes reuse of submodels. WorkFlow Modeler also offers context-sensitive Help and other menus available by right-clicking the mouse.

Features structured methodology/approach – WorkFlow Modeler utilizes IDEF (Integrated DEFinition Method), a popular, public domain notation in use for more than 25 years. IDEF captures the business system in a visually clear and accurate model. Unlike simple flowcharting tools, WorkFlow Modeler supports IDEF0 for process modeling (IEEE Standard 1320.1 and FIPS Standard 183) and IDEF1X for data modeling (FIPS Standard 184). Data modeling gives you the ability to track entities (record types and their relationships), attributes (fields), and their data types.

Facilitates communication – Because of WorkFlow Modeler’s standard notation, everyone – management, business analysts, IT professionals, project members – can read and comprehend the models. It provides a common language for analyzing and working together to improve specific business processes.

The software's support of OLE allows you to incorporate information created in other applications into your models and vice versa. This feature allows you to link critical, related data in one location, which also allows for greater understanding of processes.

Flexible – The tool was designed with utmost flexibility in mind. It encourages compliance with standard IDEF notation by prompting you to add information required by the methodology, but it also lets you override these suggestions to allow for special cases or the use of variables.

Not only can you have multiple models open, but WorkFlow Modeler also provides you great customizability. For example, it lets you create user-defined glossaries as well as custom reports. User-defined glossaries allow users to determine and capture whatever additional process information they deem important to meet the project objectives. This tailoring capability means that users can more fully scrutinize the business process data they gather to make more informed operational decisions.

The text editing feature supports numerous fonts, styles, sizes and colors in one document, and dockable tool bars give you the ability to personalize your workspace.

Supports Activity-Based Costing – Activity-Based Costing lets you associate cost information with a model and add this cost information directly to the model. By linking these factors, you can perform financial analysis within the same framework as your process analysis. It automatically calculates the cost of your operations. The information is added at the model's lowest level, and WorkFlow Modeler then calculates the totals and populates the rest of the model with the appropriate cost information. For further analysis, the cost data can also be exported to a spreadsheet or to other financial analysis tools.

WorkFlow Modeler also works with ABC Technologies' Oros, a sophisticated financial analysis tool that allows you to perform more detailed Activity-Based Costing.

Compatible with other tools and environments – WorkFlow Modeler supports a variety of techniques for importing and exporting information. The Interface Definition Language (IDL) standard, widely used by government organizations and contractors, is used to share information between tools that support IDEF0. WorkFlow Modeler also supports the Activity Modeling Language (AML), and the Structured Modeling Language (SML) to import and export data and process models from application development tools. WorkFlow Modeler can also output WPD, the Workflow Management Coalition's definition for workflow systems.

Scaleable and modular – You can use WorkFlow Modeler for both large and small projects. There is no built-in constraint as to the size of a model; the only limits are those of your hardware. WorkFlow Modeler also allows you to split a model into pieces to be worked on by different teams, then merge the final results back into one. This capability promotes team development through model reuse and facilitates model maintenance.

Encourages knowledge management with links to Business Model Repository – You can save your WorkFlow Modeler models in Meta’s Business Model Repository. The Business Model Repository centrally stores multiple versions of all your models, maintains detailed revision history, allows for controlled access and management, and provides a way to capture and share corporate knowledge for use throughout an organization. The Repository is ODBC-compliant, so you decide which database you would like to power the storage of the models.

System Requirements

WorkFlow Modeler 4.0 requires Microsoft Windows 95, Windows 98, Windows NT 3.5x, or Windows NT 4.0. For minimum hardware, you should have a Pentium, 32 MB of RAM (64 MB RAM recommended), and 15 MB of hard disk space.