Management of Key Processes with the Business Process Module

Lassi Eronen, Marketing Manager

Agenda

- What are business processes?
- Introducing the Business Process module
- Examples
- QA

What are business processes?

Characteristics of business processes

- Repetitive
- Contain tasks
- Contain milestones
- They are connected to food safety and quality but do not form the core of food safety management
- Projects or processes

Examples of relevant processes

- Innovation & NPD
- SHE
- Management of Change (MOC)
- Business Continuity Plans
- Employee Onboarding

Introducing the Business Process module

Project and process management tool

Business Process | Business Process

OPEN - Awaiting Research and Development | Actions

No.	Date	Name	Program Name	Risk
13	11/03/2015	New Product Development (13)	New Product Development	Low

Process Overview

Start Date	11/03/2015
Responsible	Lassi Eronen

Progress

Stage	Actions Complete	Status	Team
Idea Generation	2/2 (100%)	Completed	Sam Avill, Lassi Eronen
Research and Development	0/4 (0%)	Not Started	Sam Avill,
Release	0/3 (0%)	Not Started	

Signed: Lassi Eronen SF360, 11/03/2015 09:00

Edit

Define any number of stages

OPEN - Awaiting Research and Development

Actions

No.	Date	Name	Program Name	Risk
13	11/03/2015	New Product Development (13)	New Product Development	Low

Process Overview

Idea Generation

Research and Development

Release

Add any number of tasks

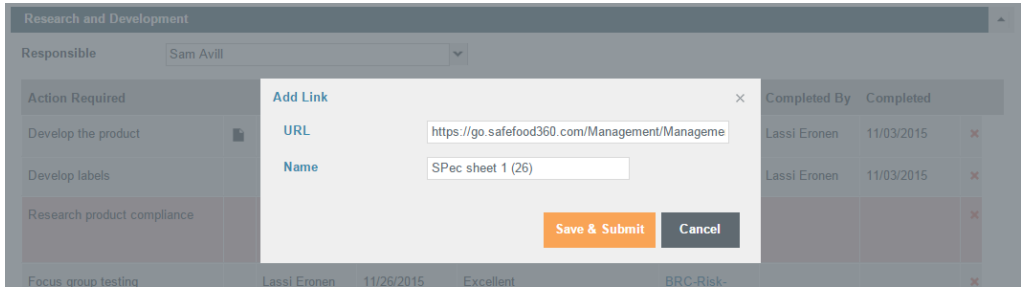
Research and Development

Responsible: Sam Avill

Action Required		Responsible	Deadline	Report	File	Completed By	Completed	
Develop the product		Lassi Eronen	11/17/2015		Add File / Link	Lassi Eronen	11/03/2015	×
Develop labels		Lassi Eronen	11/02/2015		Add File / Link	Lassi Eronen	11/03/2015	×
Research product compliance		Lassi Eronen	11/02/2015		Add File / Link			×
Focus group testing		Lassi Eronen	11/26/2015		Add File / Link			×

Add Line

Fully integrated with other modules



Action Required	Responsible	Deadline	Report	File	Completed By	Completed
Develop the product	Lassi Eronen	11/17/2015	Done		Lassi Eronen	11/03/2015
Develop labels	Lassi Eronen	11/02/2015	Did it		Lassi Eronen	11/03/2015
Research product compliance	Lassi Eronen	11/02/2015	See attached file	SPec sheet 1 (26)		
Focus group testing	Lassi Eronen	11/26/2015	Excellent	BRC-Risk-Assessment.png		

Stages can contain approvals

Approval

User	Report	Decision	
Lassi Eronen SF360	Seems like all tasks are completed correctly. Documents look approriate.	Approved	×

Add Line

All key business processes in one place

Business Process

Add Program | Add Business Process

Summary | Complete | Plan | Actions (12) | Reports

No.	Date	Name	Risk	Repeat
1	09/11/2015	New Product Development	Low	1-Years
2	10/20/2015	New Review Process	Medium	
3	11/03/2015	Annual Government SHE Reporting	Medium	
4	11/03/2015	Food Innovation Stage Gate	Low	

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Why do we need a new module?

- Paper, Word & Excel free way to manage processes
- Guarantee professional execution of the process
- Facilitate the process by keeping records in the cloud and using alerts to notify people
- Integration of key processes to your FSMS

Example:
Annual Government SHE Reporting

3 Stages

Process Overview

Start Date	11/03/2015
Responsible	Lassi Eronen

Progress

Stage	Actions Complete	Status	Team
Measurements	0/3 (0%)	In Progress	
Sub Reports	0/2 (0%)	Not Started	Braden Snapp
Final Reporting	0/1 (0%)	Not Started	Braden Snapp

Signed: Lassi Eronen SF360, 11/03/2015 09:38

Edit

Measurements

Sub Reports

Final Reporting

Stage 1: Measurements

Measurements

Responsible ---SELECT---

Action Required		Responsible	Deadline	Report	File	Completed By	Completed	
* Conduct waste water quality measurements. Please attach results.			01/01/2016		Add File / Link			×
* Measure air pollution for exhaust pipes. Please attach results.			02/01/2016		Add File / Link			×
* Attach waste disposal reports.			03/01/2016		Add File / Link			×

Add Line

Approval

User	Report	Decision

Add Line

Stage 2: Sub Reports

Sub Reports

Responsible

Action Required	Responsible	Deadline	Report	File	Completed By	Completed
Environmental measurements	Braden Snapp	04/01/2016				
Compliance report	Braden Snapp	06/01/2016				

Approval

User	Report	Decision	Date / Time

Stage 3: Final Reporting

Final Reporting

Responsible ---SELECT---

Action Required	Responsible	Deadline	Report	File	Completed By	Completed
Compile sub reports into one final report	Braden Snapp	07/01/2016		Add File / Link		

Add Line

Approval

User	Report	Decision
Lassi Eronen SF360		

Add Line

Further examples

New Product Development

Stage	Actions Complete	Status	Team
GATE A - Idea	5/5 (100%)	Completed	Lassi Eronen
Innovation Project Charter	6/9 (66%)	In Progress	Lassi Eronen
Project Specification	7/8 (87%)	In Progress	Lassi Eronen
Project Plan	1/1 (100%)	In Progress	Lassi Eronen
Project Costs	5/7 (71%)	In Progress	Lassi Eronen
GATE B - Concept	2/5 (40%)	In Progress	Lassi Eronen
Feasibility Study	0/8 (0%)	Not Started	
GATE C - Development	0/9 (0%)	Not Started	
NPD Pre-specification	0/16 (0%)	Not Started	
NPD Legal Specification	0/7 (0%)	Not Started	
Bench Trials	0/1 (0%)	Not Started	
Verification	0/10 (0%)	Not Started	
Final Product Costings	0/1 (0%)	Not Started	
Final NPD Specification	0/1 (0%)	Not Started	
Process Development Pre-Specification	0/1 (0%)	Not Started	
Process Development Log	0/1 (0%)	Not Started	
Packaging Development Pre-Specification	0/1 (0%)	Not Started	
Packaging Development Log	0/1 (0%)	Not Started	
Final Packaging Specification	0/8 (0%)	Not Started	
GATE D - Launch	0/6 (0%)	Not Started	
Commercialisation	0/1 (0%)	Not Started	

Setting up alerts

Module	Business Process
Record	Business Process
Risk	Any
Stage	Process Stage
Status	Open / 0 days

Alert Details

Alert Description	You have been assigned a task in the Business Process module. Please see the attached PDF for details and if necessary log in and close out the task. If you expect bottlenecks, please log in and add report.

Send To

Contact	Dashboard	Email	SMS	Push	
Responsible Person	☑	☐	☐	☐	✕

Add Line

Attach PDF to email alert? ☑

Sometimes its good to break tasks into two

Instead of having one task

- ”Attach environmental monitoring report”

You could have two tasks

- ”Start preparing the environmental monitoring report”
- ”Attach environmental monitoring report”

Q&A

Thanks for listening! It’s time for your questions.