

Personnel planning with **ADONIS:Community Edition**

ADONIS:Community Edition

Your free access to professional business process management

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ADONIS:Community Edition



ADONIS:Community Edition is a free business process management tool. It is based on the BOC Group flagship product ADONIS – flexible, simple in handling yet powerful business process and knowledge management tool.

ADONIS:Community Edition offers following functionalities:

- ✓ Process modelling (BOC's BPMS notation and BPMN)
- ✓ Process analysis
- ✓ Process simulation
- ✓ Process documentation

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Personnel planning with ADONIS:Community Edition

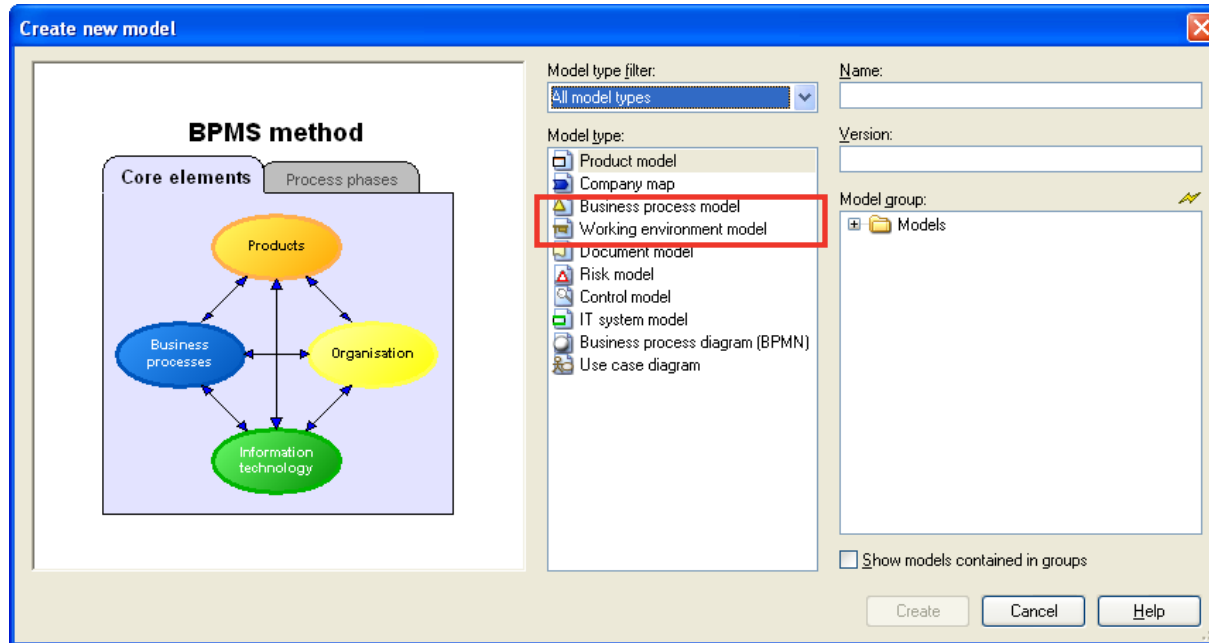


Personnel planning is an important task for HR departments – especially when organisations change existing processes.

This presentation describes how ADONIS:Community Edition can support you in personnel planning based on existing process models.

ADONIS:Community Edition - Modelling

Model types for personnel planning scenarios



For personnel planning scenarios the following model types are especially important:

- ✓ Business process model
- ✓ Working environment model

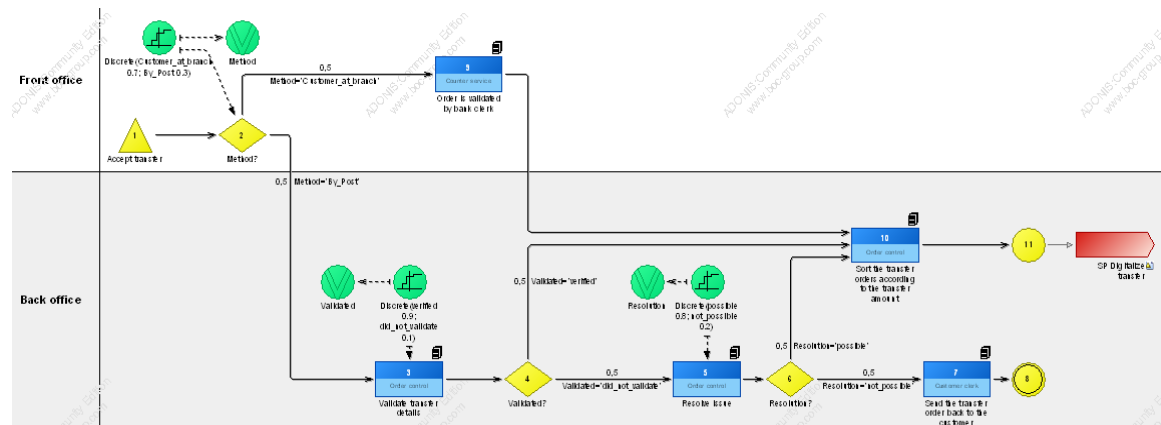
ADONIS:Community Edition - Modelling

Model types for personnel planning scenarios



Business process model is a detailed description of a process consisting of activities, decisions, subprocesses etc.

- ✓ activities contain information about their times and costs as well as links to performers responsible for execution
- ✓ business process model contains information concerning how often the process is executed and what are probabilities or transition conditions of decision paths
- ✓ different version of process models can be created (e.g. with/without system X) in order to compare possible impact of planned changes



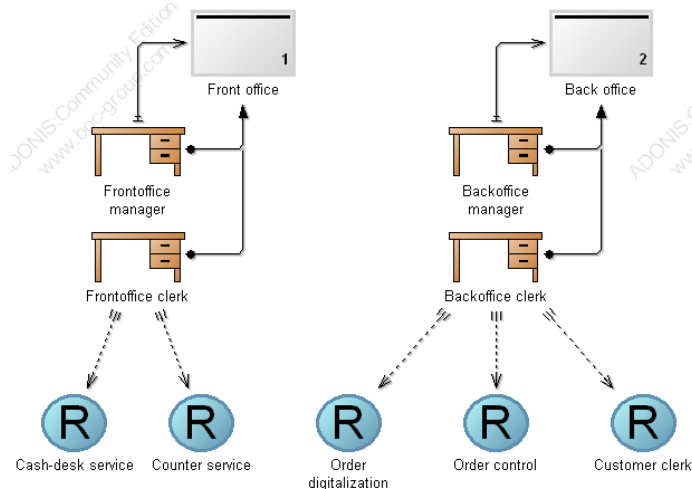
ADONIS:Community Edition - Modelling

Model types for personnel planning scenarios



Working environment model shows the organisational structure of a company. It can be referenced from other models to e.g. show performers responsible for executing activities. Working environment model can contain information about cost of work for performers and systems.

- ✓ information concerning available resources (e.g. how many person hours do we have available in back office)



ADONIS:Community Edition - Analysis



ADONIS:Community Edition contains a powerful analytical component that uses information from existing models.

„Analytical evaluation” option allows performing simple analysis of the process showing information on costs and times.

- ✓ possibility to see how many working days of execution time is needed to run process X times

Analytical Evaluation - Results: SP Accept transfer (Days per year: 170,00 / Working hours per day: 8,00 / Volume: 100)

Business process	Activity	frequency	Execution time	Waiting time	Costs	Execution time in working days	Cycle time
1. SP Accept transfer		-	00:013:01:12:30	00:000:00:00:00	812,50	13,151042	00:000:01:03:07
1.1.	Order is validated by bank clerk	50,00	00:000:04:10:00	00:000:00:00:00	750,00	0,520833	-
1.2.	Validate transfer details	50,00	00:001:00:20:00	00:000:00:00:00	0,00	1,041667	-
1.3.	Resolve issue	25,00	00:003:01:00:00	00:000:00:00:00	0,00	3,125	-
1.4.	Sort the transfer orders according to the transfer amount	87,50	00:008:01:37:30	00:000:00:00:00	0,00	8,203125	-
1.5.	Send the transfer order back to the customer	12,50	00:000:02:05:00	00:000:00:00:00	62,50	0,260417	-

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ADONIS:Community Edition - Simulation



ADONIS:Community Edition offers also a simulation component that allows more sophisticated ways to analyse models in regard to needed personnel.

- ✓ possibility to find employees that have too much/too little assigned activities
- ✓ information on how many performers of certain roles are needed for executing process X times
- ✓ analysing changes of need for personnel in time

Capacity analysis (Person related/Per month) - Application model: Transfer

Performer	Business process	Activity	Number	Execution time (sum)	Capacity	Personnel costs (sum)	Personnel costs (average)	Costs (sum)
⊖ 1. Frontoffice clerk				00:01:03:20:50	0,735417	833,472222		15002,500000
⊖ 1.1.	SP Accept transfer 2.0			00:01:03:20:50		833,472222		15002,500000
		Order is validated by bank clerk (SI	1000,166667	00:01:03:20:50		833,472222	0,833333	15002,500000
				00:02:00:12:55	2,048958	2786,583333		49,583333
				00:02:00:12:55		2786,583333		49,583333
		Validate transfer details (SP Accep	416,500000	00:00:05:25:00		833,000000	2,000000	0,000000
		Resolve issue (SP Accept transfer	43,916667	00:00:03:55:00		527,000000	12,000000	0,000000
		Sort the transfer orders according t	1406,750000	00:01:05:13:45		1406,750000	1,000000	0,000000
		Send the transfer order back to the	9,916667	00:00:01:39:00		19,833333	2,000000	49,583333
				00:03:03:33:45		3620,055556		15052,083333

Personal capacity planning (Role) - Application model...

	Personal capacity
Cash-desk service (Organisational structure (transfer))	0,735417
Counter service (Organisational structure (transfer))	0,735417
Order digitalization (Organisational structure (transfer))	2,048958
Order control (Organisational structure (transfer))	2,048958
Customer clerk (Organisational structure (transfer))	2,048958
Total	2,784375

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