

Best Practices

# Process & Workflow Management for Project Managers – Aligning Teams for Success



Clearly define project goals, create buy-in within your team and avoid communication pitfalls.

Nearly all project managers are already involved in Business Process or Workflow Management in some way or another, they just might not know it yet! Now is the time for PM's to formally engage in these practices and dramatically increase the effectiveness of their teams.

### Signavio for Project Managers

By getting requirements right from the start, you can avoid the scope creep, cost overrun and confusion that stem from undefined goals. Signavio enables project managers to easily visualize and define the scope of their project, then carefully document each of the steps necessary to complete it. Our Process Manager tool uses Business Process Model and Notation (BPMN) to help you capture a project's requirements in a consistent manner. If requirements do have to change (as they always seem to!), you can quickly reflect that in simple-to-understand models.

As any PM will tell you, all team members must be engaged to ensure project success. Signavio creates this engagement through the Process Manager's collaborative capabilities, including commenting and sharing similar to the most used social networks. This empowers stakeholders to contribute their unique knowledge, and rightfully gives employees the sense that they've participated in project planning. Buy-in becomes more natural as each individual feels integral.

Once a project is mapped out, with its scope and requirements defined and agreed upon, Signavio Workflow Accelerator is there to guarantee it's executed according to plan. Signavio Workflow

Accelerator eliminates the frustrations inherent to task handovers, reminders and more by automating these intermediary tasks. All team members can be sure of exactly what they are responsible for and when tasks are due, without the communication challenge presented by constant notifications. This transparency creates accountability and improves morale. As a manager, you can see precisely how tasks are progressing within one centralized interface. Say goodbye to "cat herding" and keep everyone on the same page.

Process and workflow management form a potent combination with the skills you've already developed as a PM (leadership, organization, communication). Together, they can help solve some of the most persistent issues projects face: unclear requirements, a lack of stakeholder engagement, inconsistent process execution and more.

A 30-day free trial of the Signavio platform is available today at [www.signavio.com/try](http://www.signavio.com/try). Check it out, or get in touch with our team directly to see how Business Process & Workflow Management can make life as a PM easier!

### At a Glance

- > Process and workflow management
- > Document project goals & the steps to get you there
- > Create buy-in by engaging all stakeholders in planning
- > Automate processes to reduce project times and communication challenges
- > Monitor project progress to guarantee success

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