



The Metastorm ProGuide Methodology provides an integrated set of repeatable best practice process models for performing model-based business process improvement, requirements analysis, and application implementation projects. This methodology tool helps project managers, business and system analysts, and developers define the "who, what, where, when, why and how" necessary for effective business process analysis and automation projects.

A Proven Approach

Developed based on the extensive experience of the Metastorm Professional Services team using the principles of business process modeling, requirements modeling, information engineering, application design, component development, and system implementation, Metastorm ProGuide combines proven approaches for business process improvement, analysis, and design with a comprehensive set of models. These models, stored within the Metastorm ProVision® solution, guide you through the complexities of business process analysis, requirements modeling, gap analysis and distributed development.

In addition, Metastorm ProGuide improves the communication and cooperation between business and IT project participants. With this guidance, projects employing business process and requirements modeling approaches are more stable, predictable and repeatable. Following the techniques within Metastorm ProGuide ensures you can create high-quality project deliverables.

And because the Metastorm ProGuide methodology is delivered as a set of Metastorm ProVision models, you can refine and evolve the models to accommodate your own unique circumstances. Advantages of this include a formal and rigorous definition of project structure and deliverables (the key components of a useful methodology) and the ability to review and update models as needed. Additional software need not be acquired.

Project Types

Metastorm ProGuide's best practices describe different project structures, along with their activities and deliverables. In addition, a best practices techniques notebook, which contains procedures for developing model-based deliverables, is provided. Project structures in Metastorm ProGuide include:

- Business Domain Profile — The Business Domain Profile provides practices for

Highlights

Benefits

- Provides an integrated set of repeatable process models
- Supports model-based business process improvement, requirements analysis, and application development projects
- Delivers a proven approach developed as a result of extensive Metastorm experience
- Ensures that projects employing business process and requirements modeling approaches are more stable, predictable, and repeatable
- Improves communication and cooperation between business and IT project participants
- Enables models to be viewed, refined and evolved to accommodate unique circumstances
- Provides a formal, rigorous definition of project structure and deliverables

examining a portion of the business or business process at a high level. Its purpose is to scope the business domain, ensuring a consensus-based understanding of the objectives and scope for a project. This notebook also allows the partitioning of the business domain into manageable process improvement and/or requirements analysis projects for subsequent analysis. The results of the business domain profile effort are structured in the form of a profile document, which may serve as a starting point for your future profiling efforts.

- **Business Process Improvement** — The Business Process Improvement notebook provides proven methods for modeling, analyzing, and improving business processes. The improvement is accomplished by modeling the current (as-is) state of the process and identifying potential improvements. These potential improvements serve as the basis for modeling a series of future (to-be) process alternatives. All of the alternatives are evaluated before proceeding with a single selected process design. Based on the impacts the new business process has on your organization, the best practice continues by defining the business requirements that support the new business process, and identifying alternate solutions for implementing the business requirements.
- **Requirements Analysis** — The Requirements Analysis notebook contains the best practice processes for applying a model-based approach for defining business and system requirements. It also employs facilitated modeling workshop techniques and a workshop environment to develop these requirements. Metastorm's consultants work with business and IT teams to establish consensus on how the business processes should work, which business processes are best served through automation, and how technology will support those business processes. The resulting model-based deliverables provide a reliable basis for designing the automated mechanisms supporting business processes, performing package selection and/or configuration, and updating existing applications.
- **Distributed Design** — Distributed Design includes methods that focus on the specification of an application system. It builds upon the defined requirements and creates technical specifications for a distributed, heterogeneous environment. The Distributed Design process addresses the design of distributed applications using a broad definition of client/server. Technically, a client is a software application or node that requests services from another software application or node (known as the server). A server is a software application or node that provides a service to a requestor (client) when initiated by the requestor. In a distributed environment any node may serve in the role of client and/or server. Using this definition of client/server, the distributed design project template may be used when implementing almost any application system in a distributed environment. Therefore, this template addresses not only the "narrow" definition of client/server environments (data on a central server and presentation on a local workstation), but also all environments that call for distributed system components (such as cooperative processing, distributed processing, cooperative server, etc.).
- **Packaged Software Implementation** — This notebook delivers processes for identifying, evaluating, configuring and implementing a commercial software package. The project template utilizes business and technical requirements from requirements analysis to determine the acquisition criteria of a software package. The criteria are used to create a Request for Proposal (RFP), which is sent to potential vendors. Vendor responses are evaluated on the capabilities of the software package, as well as the vendor's ability to, decision and the associated software acquisition decision. The analysis results also drive configuration and implementation planning.

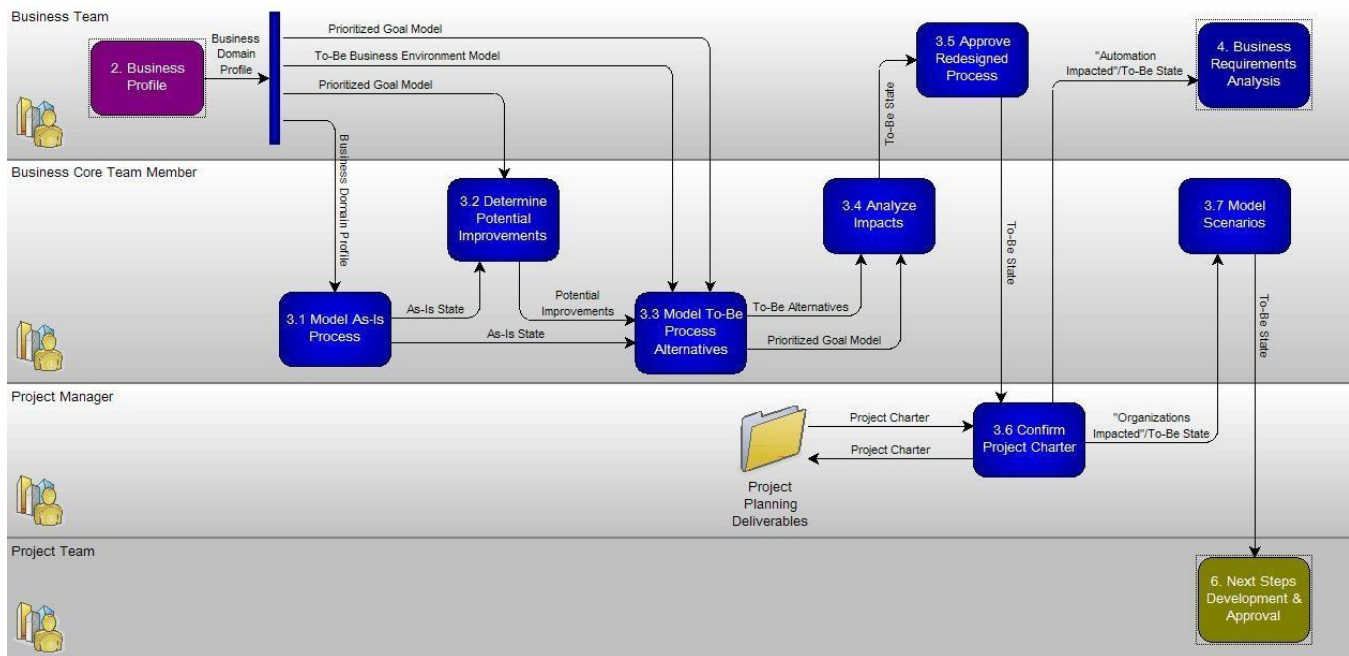
- System Development and Implementation — With the System Development and Implementation notebook, you receive the process for constructing and installing an application system. The source of the application system design may be an enhancement to previously purchased packaged software, or a newly developed set of system specifications resulting from a distributed design effort. In this project plan the system specifications (or package enhancements) are constructed and tested. The resulting application system is then installed in each of the locations where it is to be implemented.
- Techniques — The Techniques notebook contains detailed analysis techniques for business and system analysts to develop the key deliverables defined by Metastorm ProGuide.

Architecture and Models

Metastorm ProGuide Architecture — The Metastorm ProGuide architecture is expressed in a simplified metamodel, illustrated to the right. The metamodel shows the basic objects of interest and their associations to other objects in Metastorm ProGuide.

Metastorm ProGuide Models — Metastorm ProGuide Process and Technique models are stored in Metastorm ProVision. The sophistication, integration, and ease-of-use of Metastorm ProVision empower organizations to tailor the Metastorm ProGuide models, best practices processes and techniques.

For more information on how Metastorm solutions can help you, contact us at 1 877-321-META or sales@metastorm.com.



Each step in the Metastorm ProGuide methodology is presented as a workflow model with full underlying descriptions, relevant techniques and more detailed, lower level models.

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