

20 Tips How to Benefit from Process Mining



INTRODUCTION

Process Mining provides a new means to improve processes across all industries. It is an innovative analytical approach that analyzes data from IT systems to gain objective insights and uncover hidden problems.

This new form of analysis eliminates subjectivity and human errors and facilitates more exact and systematic process improvement.


Process Mining software reconstructs the process from data already present in IT systems and detects deviations, bottlenecks, and waste. It simplifies and speeds up the analysis and uncovers opportunities to design a better process.

Process Mining is as universal as a spreadsheet. Where spreadsheets work with numbers, Process Mining uses event data. It builds upon the traditional model-based process analysis such as simulation and other business process management techniques and enhances it with data-centric analysis techniques.

Minit is a robust enterprise-grade Process Mining software with a rich 360-degrees collection of dashboards and process performance indicators. It identifies specific ways to improve business performance and eliminate inefficiency and risk from operations. Get in [touch with our team](#) to learn how it can help deliver an effective BPI transformation at your organization.

Discover more at www.minit.io

20 Ways to Benefit from Process Mining

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1 **An accurate visual picture** of the entire “as-is” process. It provides you with an objective picture of what is happening in the process.
- 2** **A tool to get everyone on the same page** and a way to eliminate subjectivity from the discussion as discovered Process Maps are based on accurate data.
- 3** **Great for interactive BPI workshops** with Stakeholders and Domain Experts where you discuss the “as-is” state of the process and validate preliminary findings and hypothesis and clarify the open questions.

- ④ **The interactive Process Map** with all process variants is a great discussion point used in conjunction with “what if” technique.
- ⑤ **A communication tool** to use with your stakeholders. You can get input from stakeholders upfront and reduce Scope Change.
- ⑥ **Asses opportunities** and identify the optimal candidates for BPM, automation or digital transformation.
- ⑦  **Maximize the value of all BPM, automation and transformation initiatives** by optimizing processes before implementing new technologies.
- ⑧ **Prioritization and planning.** Once you have the big picture, you can start thinking about which areas of your process you need to address first, where are the greatest risks and opportunities are hiding.
- ⑨ **Scale your project.** If you are considering several different processes or subprocesses for improvement, their “as-is” state will help you get a better idea of what can be achieved within the allocated time and budget. You’ll be able to determine the optimal chronology when you break the project into different phases.
- ⑩  **By combining the data from different systems,** you can bridge the “white space,” the process knowledge gap that exists between various systems, departments, and functions and at the edges of processes.
- ⑪ **Use the animation of the process flow** over time, to understand the dynamics of the business process.
- ⑫ **Assess compliance,** test key controls such as segregation of duties, compare actual practices against the practices called for in law or policy.
- ⑬ **Analyze the performance** of individuals or entire departments.
- ⑭  **Track money flow** within processes.
- ⑮ **Analyze and verify compliance** in procurement, accounts payable or accounts receivable processes.
- ⑯ **Test the general IT controls,** such as testing authorizations: operating effectiveness versus design, undesirable combinations of roles and permissions.
- ⑰  **Monitor the process** and quantify benefits of process improvements.
- ⑱ **Monitor impact of process** changes on IT infrastructure and information systems as such.
- ⑲ **Evaluate the impact of automation,** BPM, and digital transformation by comparing the process in the before and after state.

Upon reviewing the Process Map, you can improve the process:

- a Diagnose bottlenecks in your process by looking at the process map in the performance mode and at the time per activity
- b Uncover delays, discuss with Stakeholders and domain experts to uncover their root-causes
- c Identify overlap or duplication
- d Begin to eliminate activities that fix errors instead of preventing them, to eliminate rework
- e Minimize unnecessary handoffs or complex communications between roles or other processes
- f Find unclear gateways (decisions or conditions)
- g Through process statistics, identify and optimize activities that perform statistically outside the norm or standard
- h Optimize the inefficient flow of an existing process by considering the performance of different process variants or comparing the process in different branches, regions, etc.
- i Brainstorm with process participants to discover opportunities for parallel processes versus sequence
- j See if changing the order of the existing activity sequence might improve the efficiency of the process
- k Uncover unnecessary loops that can be eliminated
- l Identify activities that are being performed by an inappropriate resource
- m Diagnose authority ambiguity when 2 or more people make the same decisions
- n Diagnose breach of the segregation of duties
- o Uncover areas that have too much or too little management control
- p Find which roles are bottlenecks
- r Identify activities that have an unclear role assignment
- s Uncover areas with backlogs
- t Optimize areas with activities that do not provide business value
- u Areas to reduce or eliminate waste
- v Areas to reduce or eliminate defects
- x Areas to reduce or eliminate frustration

