



BUSINESS PROCESS MAPPING SOFTWARE GUIDE

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To capture a business process map electronically, you will need some sort of software. The good news is that you likely already have access to software that will serve your needs.

There are no “required” tools for the workshop. Use any tool that enables you to use the notation in the Business Process Notation – Quick Reference Guide.

While I nearly always complete a first draft of my process maps using pencil and paper, during the workshop you’ll be invited to share your business process maps to receive feedback via Zoom, so you’ll want to be able to share electronically.

SOFTWARE OPTIONS

If you don’t have a current tool, here are my top suggestions for getting started.

- [LucidChart](#) – Online modeling tool with a non-expiring free trial for up to 3 editable models and 60 shapes. This is my current go-to tool, and what I’ll be demoing in the workshop.
- [Microsoft® Visio](#) – Industry-standard option with a 1-month free trial.
- [Gliffy](#) – Online modeling tool with a 2-week free trial.
- [Miro](#) – A virtual whiteboard with a free trial for up to 3 editable boards and access to their templates.
- **SmartArt in Microsoft® Word or PowerPoint** –These tend to be more labor-intensive to use, they are included with a Microsoft® package.
- [reMarkable](#) – A paper-like tablet you can draw on like a notebook and connect to your computer for screen sharing. *This is a physical tablet that you would need to purchase, no online access or free trial available.*

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