

**Introduction:**

Our world is changing rapidly. And any organization seeks to improve methods to make your work more efficient.

**Process definition:**

The process is a set of specific activities in a given time frame and a specific place that has a definite start and provides a structure for performance with a clear definition of inputs and outputs..



**Types of process analysis:**

Static analysis of the process:

In our static analysis, we examine the characteristics of a process on paper without knowing its implementation results and we analyze the elements based on their descriptions.

Dynamic Analysis: In this analysis, we examine the results of the process implementation. That is, until a process is

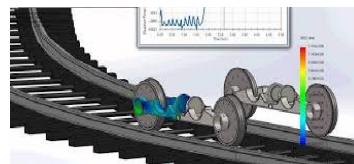
executed and we do not have its outputs, we cannot afford dynamic analysis.



**Process improvement based on static analysis:**

The most prominent analytical topics in this category are:

1. Low value activities
2. Rework
3. Activities and forms of complex and non-routine
4. Contact points in processes
5. Activities that are deleted in system mode.



**Improve the process based on dynamic analysis:**

The most important analytical topics

considered in the dynamic analysis are:

1. Work flow exceptions}
2. Starters
3. Behavior of activities }



**Handoff:**

One of the most commonly used activities in the processes is to disrupt the organization's management hierarchy.

In most cases, this is a formal task and Almost everyone in this path is just a signature car and do not create value. Identifying these activities is very easy, but it's difficult to remove them.

Deleting these steps can be divided into three categories:

1. Volunteer managers
  2. Shared system
  3. Remove additional parts
- applying any of these three methods can reduce at least 20 to 30 percent of the low-value activities, and this is a big deal.